

**Jennifer Wood**  
**Mayor**

**J. Carlos Gomez**  
**Mayor Pro Tem**

**Chuck McGuire**  
**Councilmember**

**Donald Parris**  
**Councilmember**

**Eugene Stump**  
**Councilmember**



## **AGENDA**

### **CITY OF CALIFORNIA CITY CITY COUNCIL**

**Tuesday, February 28, 2017  
6:00 P.M.**

Council Chambers  
21000 Hacienda Blvd.  
California City, Ca 93505

If you need special assistance to participate in this meeting, please contact the City Clerk's office at (760) 373-7140. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 American Disabilities Act Title II)

**NOTE:** Any writings or documents provided to a majority of the City Council regarding any item on this agenda is available for public inspection in the City Clerk's office at City Hall located at 21000 Hacienda Blvd, California City, Ca during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable laws. These writings are also available for review in the public access binder in the Council Chambers at the time of the meeting.

**LATE COMMUNICATIONS:** Following the posting of the agenda any emails, writings or documents that the public would like to submit to the council must be received by the City Clerk no later than 3pm the Monday prior to the meeting. Past that deadline citizens may bring these items directly to the meeting. Please bring 10 copies for distribution to council, staff and the public.

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***\*\*At this time, please take a moment to turn off your cell phones\*\****

**CALL TO ORDER**

**ROLL CALL**

Councilmembers McGuire, Parris, Stump, Mayor Pro Tem Gomez, Mayor Wood

**ADOPT AGENDA**

**PLEDGE OF ALLEGIANCE / INVOCATION**

**CITY CLERK REPORTS / LATE COMMUNICATIONS**

**PRESENTATIONS**

City Treasurer Middleton – January 2017 Report

**STAFF ANNOUNCEMENTS / REPORTS**

Police Lt. Huizar – Department Update

Fire Department – Department Update

Public Works Director Platt – Department Update

Finance Director O’Laughlin – Department Update

Parks and Recreation Manager Daverin – Department Update

City Manager Weil – City Updates

AB 1234 – Council Updates

**CIVIC / COMMUNITY / ORGANIZATIONS ANNOUNCEMENTS**

**PUBLIC COMMENT**

This portion of the meeting is reserved for persons desiring to address the City Council on any matter not on this agenda, and over which the City Council has jurisdiction. Please state your name for the record and limit your comments to three minutes.

**CONSENT CALENDAR**

All items on the consent calendar are considered routine and non-controversial and will be approved by one motion if no member of the Council, staff or public wishes to comment or ask questions. (Public comments to be limited to three minutes) Roll call vote required.

**CC 1. CITY CHECK REGISTERS:** dated through 02/23/17

**CC 2. MINUTES:** Meeting dated 09/27/16

Waive reading of subject minutes, approve as written, and order filed.

**CC 3. Police Department Security Gate** – budgeted item

**CC 4. Reclassification of Finance Employee** – follows Personnel Manual

**Recommendation**

Council discuss and approve the consent calendar as presented

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**CONTINUED BUSINESS**

**CB 1(a) Fiscal Emergency Resolution**

Recommendation

Council discuss and approve **“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY, CALIFORNIA DECLARING A FISCAL EMERGENCY”**

**CB 1(b) Medical Marijuana Business Tax Resolution**

Recommendation

Council discuss and approve **“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY, CALIFORNIA CALLING A SPECIAL MUNICIPAL ELECTION OT BE HELD ON TUESDAY, JUNE 6, 2017 FOR THE PURPOSE OF SUBMITTING A CANNABIS BUSINESS TAX MEASURE TO THE VOTERS OF THE CITY; REQUESTING THE ASSISTANCE OF THE COUNTY OF KERN IN CONNECTION WITH THAT ELECTION; AND REQUESTING CONSOLIDATION OF THAT ELECTION WITH ANY OTHER ELECTION HELD ON THAT DATE”**

**CB 2. PTMISEA Grant – Fare Boxes, Security Cameras, Transmission replacement – Dial-a-Ride Buses**

Recommendation

Council discuss, and authorize the implementation pf the Dial-a-Ride Buses, Fare Boxes and Security Camera Project with Public Transportation Modernization, Improvement, and Service Enhancement Account Bond Program (PTMISEA) funds, and authorize the Public Works Director and CODE 3 to complete the work.

**NEW BUSINESS**

**NB 1. OHMVR Division 2017/2018 Grant Year Application – OHV Recreation Staff**

Recommendation

Council discuss, and approve the grant cost estimate documents as presented.

**NB 2. Pool House Plumbing Contract – Public Works Director Platt**

Recommendation

Council discuss, and approve by at least 4/5 vote, the price from Christensen Construction and Plumbing for \$68,000 to furnish plumbing for the Pool House Project.

**NB 3. Police Department Vehicle Equipment – Police Lt. Huizar**

Recommendation

Council discuss, and approve funding for the purchase and installation of the police vehicles' equipment so they are able to be deployed for law enforcement purposes.

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**NB 4. New Finance Employment Position – Finance Director O'Laughlin**

**Recommendation**

Council discuss, and authorize the addition of a Budget Analyst in the Finance Department. The Budget Analyst will be the same range as the Accountant, however the job description will be different. For the remainder of the year, we would need reserves to cover the expense; going forward, we will use salary savings from the OHV, Housing, Successor Agency and Airport to fund one half of this position. Each of these departments will have reduction in staffing needs due to pulling the duties into Finance.

**COUNCIL AGENDA**

This portion of the meeting is reserved for council members to present information, announcements, and items that have come to their attention. The Brown Act precludes Council, staff or public discussion. Short staff responses are appropriate. The Council will take no formal action. A Council member may request the City Clerk to calendar an item for consideration at a future meeting, or refer an item to staff.

**Council Items**

Councilmember McGuire  
Councilmember Parris  
Councilmember Stump  
Mayor Pro Tem Gomez  
Mayor Wood

**ADJOURNMENT**

**AFFIDAVIT OF POSTING:** This agenda was posted on all official City bulletin boards, the City's website and agenda packets were completely accessible to the public at City Hall at least 72 hours prior to the Council Meeting.

Denise Hilliker, City Clerk

California City, California 93505  
TREASURER'S MONTHLY REPORT OF INVESTMENT  
January 2017

The general investment portfolio consists of funds for operations, capital improvement projects (CPI), water rate stabilization, administration replacements and reserves.

General Investment Accounts	Balance on 12/31/2016	Net Transactions	Balance on 1/31/2017	Percent of Total
Local Agency Investment Fund (122)	\$ 2,474,390	\$ 2,505,487	\$ 4,979,877	52.67%
Kern County Investment Fund (20202)	\$ 4,041,535	\$ 9,918	\$ 4,051,452	42.85%
<b>Sub-Total Investment Accounts</b>	<b>\$ 6,515,925</b>	<b>\$ 2,515,404</b>	<b>\$ 9,031,329</b>	
General Operating Accounts	12/31/2016	Net Transactions	1/31/2017	
Bank of the Sierra -- General Checking	\$ 541,269	\$ (118,853)	\$ 422,416	4.47%
Petty Cash - City Hall	\$ 500	\$ -	\$ 500	0.01%
Petty Cash - City Manager	\$ 200	\$ -	\$ 200	0.00%
Petty Cash - Fire	\$ 250	\$ -	\$ 250	0.00%
Petty Cash - Police	\$ 250	\$ -	\$ 250	0.00%
Petty Cash - Parks & Recreation	\$ 100	\$ -	\$ 100	0.00%
<b>Sub-Total Operating Accounts</b>	<b>\$ 542,569</b>	<b>\$ (118,853)</b>	<b>\$ 423,716</b>	
<b>Total City Operating Funds</b>	<b>\$ 7,058,494</b>	<b>\$ 2,396,551</b>	<b>\$ 9,455,045</b>	<b>100.00%</b>

Restricted Successor Agency Accounts				
Checking Account	12/31/2016	Net Transactions	1/31/2017	
Successor Agency -- Bank of the Sierra, Checking	\$ 155,275	\$ 758,344	\$ 913,619	100.00%
<b>Total Successor Agency Funds</b>	<b>\$ 155,275</b>	<b>\$ 758,344</b>	<b>\$ 913,619</b>	<b>100.00%</b>

Restricted SDI Agency Accounts				
Checking Account	12/31/2016	Net Transactions	1/31/2017	
(SDI) -- Bank of the Sierra, Checking	\$ 23,640	\$ -	\$ 23,640	0.03%
<b>Sub-Total SDI Checking Account</b>	<b>\$ 23,640</b>	<b>\$ -</b>	<b>\$ 23,640</b>	
Investment Account (Updated Monthly)	12/31/2016	Net Transactions	1/31/2017	
(SDI) US Bank Investments	\$ 84,196,577	\$ 266,877	\$ 84,463,454	99.03%
(SDI) Certificate of Deposit with Mission Bank	\$ 806,845	\$ -	\$ 806,845	0.95%
<b>Sub-Total SDI Investment Accounts</b>	<b>\$ 85,003,422</b>	<b>\$ 266,877</b>	<b>\$ 85,270,299</b>	
<b>Total SDI Agency Funds</b>	<b>\$ 85,027,062</b>	<b>\$ 266,877</b>	<b>\$ 85,293,939</b>	<b>100.00%</b>

#### INVESTMENT POLICY

The Treasurer shall invest the City's monies as permitted in the City's approved investment policy. The Treasurer shall consider current and projected cash needs in making such investments.

\* Contact City Treasurer for US Bank investment breakdown.

Keith L Middleton, Treasurer

## January 2017

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## Report Criteria:

Report type: Invoice detail  
Bank Number = 1  
Check Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
02/17	02/23/2017	99374	A V E K	M & I Water Charges	23599	260.50	260.50
Total 99374:							260.50
02/17	02/23/2017	99375	Abate A Weed	Weed Abatement	733649	1,800.69	1,800.69
02/17	02/23/2017	99375	Abate A Weed	Weed Abatement	733652	2,288.07	2,288.07
Total 99375:							4,088.76
02/17	02/23/2017	99376	Alamillo, Amelia	Refund 8273 Jacaranda	106091.06	46.86	46.86
Total 99376:							46.86
02/17	02/23/2017	99377	Altman, Nicole & Logan	Refund 20837 91st	101445.08	39.96	39.96
Total 99377:							39.96
02/17	02/23/2017	99378	AmeriPride	Uniform Maintenance	2100581559	172.06	172.06
02/17	02/23/2017	99378	AmeriPride	Uniform Maintenance	2100583064	153.88	153.88
Total 99378:							325.94
02/17	02/23/2017	99379	AT&T Mobility	IPad Phone Bill	02182017	3,434.99	3,434.99
Total 99379:							3,434.99
02/17	02/23/2017	99380	AV Fuel Corporation	Jet Fuel	9264514	8,341.56	8,341.56
Total 99380:							8,341.56
02/17	02/23/2017	99381	B C Laboratories, Inc	Water Testing	01-31-17	3,414.00	3,414.00
Total 99381:							3,414.00
02/17	02/23/2017	99382	Bassett, Matt/Granite Constr	Refund Neuralia & Poppy	106780.01	125.70	125.70
Total 99382:							125.70
02/17	02/23/2017	99383	Benz Propane Co, Inc	Propane	238416329	2,771.34	2,771.34
Total 99383:							2,771.34
02/17	02/23/2017	99384	Billards Backflow	Backflow Testing	415018	80.00	80.00
Total 99384:							80.00
02/17	02/23/2017	99385	Bound Tree Medical	Medical Supplies	82402491	1,598.32	1,598.32
Total 99385:							1,598.32
02/17	02/23/2017	99386	Burkhart, Michael	Tiny Tots Class	02-09-17	206.50	206.50
Total 99386:							206.50

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GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
02/17	02/23/2017	99387	Byerly Veterinary Service	DEA License Use & Log Ins	8092	90.00	90.00
02/17	02/23/2017	99387	Byerly Veterinary Service	DEA License Use & Log Ins	8093	90.00	90.00
Total 99387:							180.00
02/17	02/23/2017	99388	Cal City Firefighters	Reimburse Calif City Firefig	CSFA INV # 9535	825.00	825.00
Total 99388:							825.00
02/17	02/23/2017	99389	Cal City Pet Clinic	Vet Services	34518	750.00	750.00
02/17	02/23/2017	99389	Cal City Pet Clinic	ACO Vouchers	34908	835.00	835.00
Total 99389:							1,585.00
02/17	02/23/2017	99390	Callahan, Ryan Michael	Mobile Car Wash	87	165.00	165.00
Total 99390:							165.00
02/17	02/23/2017	99391	Canning, Douglas	Refund 10400 Jeremy	103469.02	12.41	12.41
Total 99391:							12.41
02/17	02/23/2017	99392	Chief	Latex Gloves for Officers	425781	619.30	619.30
Total 99392:							619.30
02/17	02/23/2017	99393	City Hardware	Fire	FIRE 013117	189.00	189.00
02/17	02/23/2017	99393	City Hardware	Pool House Project	POOL HOUSE 01-31-	456.71	456.71
Total 99393:							645.71
02/17	02/23/2017	99394	Clearview Realty //Josh Meiste	Refund 9324 Irene	104895.05	9.37	9.37
02/17	02/23/2017	99394	Clearview Realty //Josh Meiste	Refund 7518 Poppy	104908.07	13.39	13.39
Total 99394:							22.76
02/17	02/23/2017	99395	County of Kern Communicatio	Communication Charges	17-04035	363.00	363.00
Total 99395:							363.00
02/17	02/23/2017	99396	Delaney, Ryan	Refund 8825 Fir	105380.03-1	36.52	36.52
Total 99396:							36.52
02/17	02/23/2017	99397	Dennis Automotive	Auto Service Unit 310	17905	104.00	104.00
02/17	02/23/2017	99397	Dennis Automotive	Auto Service Unit 326	17906	200.00	200.00
02/17	02/23/2017	99397	Dennis Automotive	Auto Service Unit 329	17909	304.00	304.00
02/17	02/23/2017	99397	Dennis Automotive	Auto Service Unit 3007	17914	224.00	224.00
Total 99397:							832.00
02/17	02/23/2017	99398	Department of Justice	Live Scans	203913	64.00	64.00
Total 99398:							64.00
02/17	02/23/2017	99399	DigiTech Inc.	Security Service	6808	45.99	45.99
Total 99399:							45.99



GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
02/17	02/23/2017	99400	Edwards, Renard & Bianca	Refund 9501 Evelyn Ave	103882.09	95.14	95.14
Total 99400:							95.14
02/17	02/23/2017	99401	Fed Ex	Priority Mailings	5-696-72689	107.15	107.15
02/17	02/23/2017	99401	Fed Ex	Priority Mailings	5-702-96551	88.67	88.67
Total 99401:							195.82
02/17	02/23/2017	99402	Ferguson Waterworks	Water Department Supplie	0583505	40.97	40.97
02/17	02/23/2017	99402	Ferguson Waterworks	Water Department Supplie	0583506	302.78	302.78
02/17	02/23/2017	99402	Ferguson Waterworks	Water Department Supplie	0583508	795.48	795.48
02/17	02/23/2017	99402	Ferguson Waterworks	Water Department Supplie	WD002365	581.96	581.96
02/17	02/23/2017	99402	Ferguson Waterworks	Water Department Supplie	WD002366	73.55	73.55
02/17	02/23/2017	99402	Ferguson Waterworks	Water Department Supplie	WV002340	747.26	747.26
02/17	02/23/2017	99402	Ferguson Waterworks	Water Department Supplie	WV002341	693.77	693.77
Total 99402:							3,235.77
02/17	02/23/2017	99403	Frontier	Broadband Service	022502-5 020117	169.99	169.99
02/17	02/23/2017	99403	Frontier	Telephone ACO	040709-5 021317	27.03	27.03
Total 99403:							197.02
02/17	02/23/2017	99404	Full Spectrum, Inc.	UWMP Work	20170206	525.00	525.00
02/17	02/23/2017	99404	Full Spectrum, Inc.	Well SCADA Work	20170208	5,132.48	5,132.48
Total 99404:							5,657.48
02/17	02/23/2017	99405	Gibbs International Truck Ctr	Tank Air, Poly Flap	248471B	628.96	628.96
02/17	02/23/2017	99405	Gibbs International Truck Ctr	Electronic Engine Diagnosti	845130	134.06	134.06
Total 99405:							763.02
02/17	02/23/2017	99406	Hayes, Shannon	Per Diem CATO SWAT Com	022117	250.00	250.00
Total 99406:							250.00
02/17	02/23/2017	99407	HD Supply Waterworks, LTD	Air Release Valve	G729356	438.48	438.48
Total 99407:							438.48
02/17	02/23/2017	99408	HDWBC - High Desert Wireles	Computer Service	40462	5,787.50	5,787.50
Total 99408:							5,787.50
02/17	02/23/2017	99409	Hodge, Ryan	Battery Reimbursement	022017	193.00	193.00
Total 99409:							193.00
02/17	02/23/2017	99410	IMC Realty / Cheryl Stanford	Refund 10130 Evelyn	102484.03	26.17	26.17
Total 99410:							26.17
02/17	02/23/2017	99411	Information Technology Servi	Access & Maint. Chrgs CLET	5621	1,575.00	1,575.00
Total 99411:							1,575.00
02/17	02/23/2017	99412	Kieffe & Sons Ford	Brackett Unit 526	23664	48.86	48.86

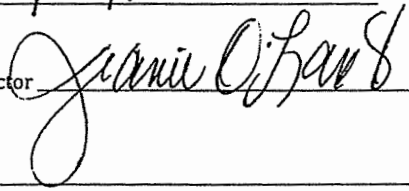
GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
02/17	02/23/2017	99412	Kieffe & Sons Ford	2011 Ford Truck Expeditio	26134	53.29	53.29
Total 99412:							102.15
02/17	02/23/2017	99413	KME Fire Apparatus	Vehicle Maint. E290 Light B	539690	190.00	190.00
Total 99413:							190.00
02/17	02/23/2017	99414	Kosick, Jeremy	Principals of Fire Emergenc	10-03-16	99.60	99.60
Total 99414:							99.60
02/17	02/23/2017	99415	Lohnes, Jeanette	Refund 20612 Corwin	104878.10	36.51	36.51
Total 99415:							36.51
02/17	02/23/2017	99416	LP DVP	Refund 7800 Great Circle	105980.06	51.73	51.73
Total 99416:							51.73
02/17	02/23/2017	99417	M & M Sports	Uniform Jackets	38344	782.83	782.83
Total 99417:							782.83
02/17	02/23/2017	99418	McMaster Carr	Pvc Rectangular Tube, Cabi	12995629	224.05	224.05
Total 99418:							224.05
02/17	02/23/2017	99419	Mediowaste Disposal	Medical Waste Removal	25989	124.00	124.00
Total 99419:							124.00
02/17	02/23/2017	99420	Merchant's Printing & Envelo	Time Cards, Bus Cards: J, W	7100052	390.17	390.17
02/17	02/23/2017	99420	Merchant's Printing & Envelo	Bus Cards: FH, RH, JB, JH, S	7100064	292.79	292.79
Total 99420:							682.96
02/17	02/23/2017	99421	Mission Uniform Service	Laundry Service	503856029	49.95	49.95
02/17	02/23/2017	99421	Mission Uniform Service	Laundry Service	503903157	53.88	53.88
02/17	02/23/2017	99421	Mission Uniform Service	Laundry Service	503950347	51.26	51.26
02/17	02/23/2017	99421	Mission Uniform Service	Laundry Service	504315685	51.26	51.26
02/17	02/23/2017	99421	Mission Uniform Service	Laundry Service	504362578	55.19	55.19
Total 99421:							261.54
02/17	02/23/2017	99422	Murray, Chis & Rainey, Domin	Refund 19637 81st St	106654.08	19.27	19.27
Total 99422:							19.27
02/17	02/23/2017	99423	Office Depot	Office Supplies	899398996001	476.07	476.07
02/17	02/23/2017	99423	Office Depot	Office Supplies	899399295001	112.81	112.81
02/17	02/23/2017	99423	Office Depot	Office Supplies	899409393001	55.11	55.11
02/17	02/23/2017	99423	Office Depot	Office Supplies	901009629001	268.97	268.97
02/17	02/23/2017	99423	Office Depot	Office Supplies	901009710001	68.46	68.46
02/17	02/23/2017	99423	Office Depot	Office Supplies	901011936001	99.60	99.60
02/17	02/23/2017	99423	Office Depot	Office Supplies	901149955001	97.67	97.67
02/17	02/23/2017	99423	Office Depot	Office Supplies OHV Grant	901416802001	161.65	161.65
02/17	02/23/2017	99423	Office Depot	Office Supplies OHV Grant	901417332001	661.63	661.63

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 99423:							2,001.97
02/17	02/23/2017	99424	Praxair Distribution Inc	Oxygen	75903013	122.15	122.15
Total 99424:							122.15
02/17	02/23/2017	99425	Quinn Company	Generator Service & Testin	WON60005625	3,274.68	3,274.68
Total 99425:							3,274.68
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068176	2,118.45	2,118.45
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068177	1,880.25	1,880.25
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068178	1,530.95	1,530.95
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068179	310.07	310.07
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068180	165.11	165.11
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068183	49.21	49.21
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068184	661.44	661.44
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068202	763.02	763.02
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068203	625.03	625.03
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068216	25.15	25.15
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068217	168.36	168.36
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068218	93.65	93.65
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068228	489.13	489.13
02/17	02/23/2017	99426	R S I Petroleum Prod	Fuel	1068245	27.00	27.00
02/17	02/23/2017	99426	R S I Petroleum Prod	Chev Meropa 320 & 220	47140	1,363.21	1,363.21
Total 99426:							10,270.03
02/17	02/23/2017	99427	Randall, John Jr	Refund 6949 Dogbane	100911.02	1.99	1.99
Total 99427:							1.99
02/17	02/23/2017	99428	Robertson's	Randsburg Mojave Rd & Me	925291	546.21	546.21
02/17	02/23/2017	99428	Robertson's	FOB PLT46 California City	927672	113.69	113.69
02/17	02/23/2017	99428	Robertson's	FOB PLT46 California City	929156	216.65	216.65
02/17	02/23/2017	99428	Robertson's	FOB PLT46 California City	929157	216.65	216.65
02/17	02/23/2017	99428	Robertson's	FOB PLT46 California City	929699	433.29	433.29
02/17	02/23/2017	99428	Robertson's	FOB PLT46 California City	934514	87.95	87.95
Total 99428:							1,614.44
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Billing Wrong Rate 20933 8	101732.01	2,409.51	2,409.51
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	30760	41.00	41.00
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	30766	55.00	55.00
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	30902	55.00	55.00
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	30912	10.00	10.00
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	30972	10.00	10.00
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	30990	20.50	20.50
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	31038	20.50	20.50
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	31041	20.50	20.50
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	31084	49.50	49.50
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Service	31097	37.00	37.00
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tires OHV Grant Reimburs	31099	538.90	538.90
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tires Police	31101	3,351.41	3,351.41
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tires Units: 122,123,124,1	31102	809.59	809.59
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tires Unit 410	31103	385.64	385.64
02/17	02/23/2017	99429	S.C. Friends Tire Inc.	Tire Disposal	31116	36.00	36.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 99429:							7,850.05
02/17	02/23/2017	99430	Sage Staffing	Temp Mary Johnson	56744	1,725.60	1,725.60
Total 99430:							1,725.60
02/17	02/23/2017	99431	SC Communications	Headset with Module Base,	5790	802.23	802.23
02/17	02/23/2017	99431	SC Communications	Headset with Module Base,	97659	406.00	406.00
Total 99431:							1,208.23
02/17	02/23/2017	99432	Sequoia Equipment Company,	Unit 224 Repairs	4538	233.80	233.80
02/17	02/23/2017	99432	Sequoia Equipment Company,	Injection Pump	4605	1,609.53	1,609.53
Total 99432:							1,843.33
02/17	02/23/2017	99433	Simpson, Quintin	Refund 8533 Redwood Ave	105961.08	41.45	41.45
Total 99433:							41.45
02/17	02/23/2017	99434	Sommers, Michael	Refund 8213 Karen	105032.05	36.51	36.51
Total 99434:							36.51
02/17	02/23/2017	99435	Staples Advantage	Office Supplies, Janitorial	8042931102	107.23	107.23
Total 99435:							107.23
02/17	02/23/2017	99436	Sterling, Veronica	Refund 21620 Garibaldi	106600.05	22.72	22.72
Total 99436:							22.72
02/17	02/23/2017	99437	Thomson Reuters - West	Officers Legal Books	835598384	284.21	284.21
Total 99437:							284.21
02/17	02/23/2017	99438	TurboData Systems	Citation Processing Service	25562	1,102.50	1,102.50
Total 99438:							1,102.50
02/17	02/23/2017	99439	Tyack's Tires, Inc	Tires Unit 221	171412	2,355.43	2,355.43
Total 99439:							2,355.43
02/17	02/23/2017	99440	U Coat It	Flooring Fire Station	5307	3,047.08	3,047.08
Total 99440:							3,047.08
02/17	02/23/2017	99441	United Rentals	Temporary Trailer Pool Hous	143718667-001	1,853.20	1,853.20
Total 99441:							1,853.20
02/17	02/23/2017	99442	Vaccaro, Brandon	Training Reimbur: CA Fire	122916-1	299.00	299.00
Total 99442:							299.00
02/17	02/23/2017	99443	Verizon Business	Landline Dispatch	63149443	242.40	242.40

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 99443:							242.40
02/17	02/23/2017	99444	Walters Wholesale Electric Co.	Fire Station Materials	S107245063.001	45.86	45.86
02/17	02/23/2017	99444	Walters Wholesale Electric Co.	Fire Station Materials	S107255872.001	482.22	482.22
02/17	02/23/2017	99444	Walters Wholesale Electric Co.	Fire Station Materials	S107296349.001	12.93	12.93
Total 99444:							541.01
02/17	02/23/2017	99445	Webb, Robert	Refund 20833 Isabella	104441.04	522.64	522.64
Total 99445:							522.64
02/17	02/23/2017	99446	Wells Fargo Financial Leasing	Copier Lease	5003694875	1,468.86	1,468.86
02/17	02/23/2017	99446	Wells Fargo Financial Leasing	Copier Lease	5003694876	1,375.25	1,375.25
Total 99446:							2,844.11
02/17	02/23/2017	99447	West Coast Realty/Phuong Hit	Refund 8960 Fir	104369.08	6.59	6.59
Total 99447:							6.59
02/17	02/23/2017	99448	Williams Construction	Portable Steps w/Hand Rail	072416	1,600.00	1,600.00
Total 99448:							1,600.00
02/17	02/23/2017	99449	Zoll	Monthly Access Rescuenet	9034320	210.00	210.00
Total 99449:							210.00
Grand Totals:							96,148.71

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 2/23/17Finance Director 

## Report Criteria:

Report type: Invoice detail

Bank Bank Number = 1

Check Voided = no

## Report Criteria:

Report type: Invoice detail

Bank.Bank Number = 1

Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
02/17	02/21/2017	99370	Frontier	Telephone Police Departme	070174-5 021317	271.60	271.60
Total 99370:							271.60
02/17	02/21/2017	99371	PWS The Laundry Company	Speed Queen Washer Extra	41173	4,269.46	4,269.46
Total 99371:							4,269.46
02/17	02/21/2017	99372	So California Edison Co	Borax Bill Park 3-036-287	2-33-161-4651 021	799.42	799.42
Total 99372:							799.42
02/17	02/21/2017	99373	So California Gas Co	Gas Service	2239-8,3432-1 0213	297.71	297.71
Total 99373:							297.71
Grand Totals:							5,638.19

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-02005	.00	297.71-	297.71-
10-4153-282	297.71	.00	297.71
16-02005	.00	799.42-	799.42-
16-4227-281	799.42	.00	799.42
18-02005	.00	271.60-	271.60-
18-4212-284	271.60	.00	271.60
19-02005	.00	4,269.46-	4,269.46-
19-4222-270	4,269.46	.00	4,269.46
Grand Totals:	5,638.19	5,638.19-	.00

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 2-23-17Finance Director *James M. O'Leary*

## Report Criteria:

Report type: Invoice detail  
Bank Number = 1  
Check Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
02/17	02/13/2017	99367	Frontier	Telephone Service from Ve	062303-5, 031611-5	337.38	337.38
02/17	02/13/2017	99367	Frontier	Telephone Service from Ve	070174-5 011317	270.61	270.61
Total 99367:							607.99
02/17	02/13/2017	99368	So California Edison Co	City Electricity	5074, 0987 02-03-1	42,764.25	42,764.25
Total 99368:							42,764.25
02/17	02/13/2017	99369	Verizon	Long Distance Service	7214 82Y 020217	399.41	399.41
Total 99369:							399.41
Grand Totals:							43,771.65

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-01283	7.03	.00	7.03
10-02005	.00	5,876.99-	5,876.99-
10-4153-281	5,282.95	.00	5,282.95
10-4153-284	587.01	.00	587.01
16-02005	.00	1,081.20-	1,081.20-
16-4226-281	1,081.20	.00	1,081.20
18-02005	.00	3,084.05-	3,084.05-
18-4212-281	1,943.57	.00	1,943.57
18-4212-284	100.04	.00	100.04
18-4212-630	270.61	.00	270.61
18-4215-284	25.78	.00	25.78
18-4217-281	734.15	.00	734.15
18-4217-284	9.90	.00	9.90
19-02005	.00	594.61-	594.61-
19-4222-281	594.61	.00	594.61
27-02005	.00	7,896.32-	7,896.32-
27-4411-281	7,896.32	.00	7,896.32
51-02005	.00	17,462.78-	17,462.78-
51-5115-281	17,462.78	.00	17,462.78
52-02005	.00	6,468.23-	6,468.23-
52-5213-281	6,468.23	.00	6,468.23
53-02005	.00	1,103.67-	1,103.67-
53-5310-281	1,103.67	.00	1,103.67
54-02005	.00	7.03-	7.03-
54-5410-284	7.03	.00	7.03
71-02005	.00	196.77-	196.77-
71-7111-281	196.77	.00	196.77
Grand Totals:	43,771.65	43,771.65-	.00



## Report Criteria:

Report type: Invoice detail

Bank Bank Number = 1

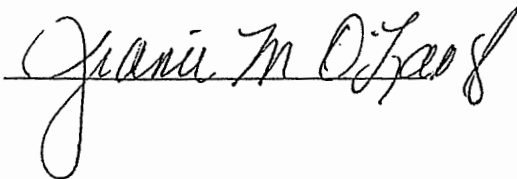
Check Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
02/17	02/10/2017	99366	Alexander's Enterprises, Inc	Water Billing Process	2301-1	3,079.83	3,079.83
Total 99366:							3,079.83
Grand Totals:							3,079.83

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 2-10-17

Finance Director



## Report Criteria:

Report type: Invoice detail  
Bank Bank Number = 2

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
1341							
02/17	02/13/2017	1341	US Bank	4529348	72-7211-630	6,372.86	6,372.86
Total 1341:							6,372.86
Grand Totals:							6,372.86

## Summary by General Ledger Account Number

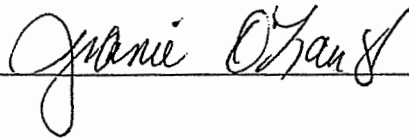
GL Account	Debit	Credit	Proof
72-02005	.00	6,372.86-	6,372.86-
72-7211-630	6,372.86	.00	6,372.86
Grand Totals:	6,372.86	6,372.86-	.00

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 2-13-17Finance Manager Janie O'Hara

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 2-13-17

Finance Director 

Report Criteria:

Report type: Invoice detail

Bank.Bank Number = 1

Check.Voided = no

**CITY OF CALIFORNIA CITY  
CITY COUNCIL  
Tuesday, September 27, 2016  
Council Chambers, 21000 Hacienda Blvd.  
MINUTES**

5:00 P.M.  
CLOSED SESSION

**CALL TO ORDER**

Mayor Wood called the meeting to order at 5:03 pm.  
The City Clerk called the roll:

**ROLL CALL**

**PRESENT:** Smith, Warren, Mayor Pro Tem McGuire, Mayor Wood  
**ABSENT:** Gomez

**ADOPTION OF AGENDA**

Starting tonight and continuing through meetings to follow, the AB 1234 presentations will follow the staff reports. City Manager Weil added that NB2 has been changed to information only.

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren to adopt the agenda as amended. Motion carried.

No Public Comments.

**CLOSED SESSION**

**CS 1.** Conference with Legal Counsel - Potential Litigation (1) Case; Pursuant to Cal Gov't Code §54956.9(d)2 (two cases)

**CS 2.** Conference with Legal Counsel - Potential Litigation (1) Case; Pursuant to Cal Gov't Code §54956.9(d)4 (one case)

**REPORT OUT OF CLOSED SESSION**

Staff was given direction, no further discussion.

6:00 P.M.  
REGULAR MEETING

**ROLL CALL**

Councilmembers Gomez, Smith, Warren, Mayor Pro Tem McGuire, Mayor Wood

**PLEDGE OF ALLEGIANCE / INVOCATION**

**CITY CLERK REPORTS / LATE COMMUNICATIONS**

J.M. Powers, September 19, 2016 – Excessive Over-Watering at Tierra del Sol and Over-Spraying Outside Course Boundaries.

J.M. Powers, September 20, 2016 – Public Works Department Lacks Basic Project Management Skills for Capital Improvement Projects.

J.M. Powers, September 21, 2016 – Water Main Replacement Project Three Months Behind Schedule with NO Project Execution Plan.

Al Hudson – email, September 25, 2016 Subject "Do Over"

CC2

DJ Twohig – email, September 26, 2016 – “Pull CB1 (RE: 2<sup>nd</sup> Call) off the agenda PUBLIC TRANSPARENCY ISSUE

### **PRESENTATIONS**

City Treasurer, Keith Middleton, August 2016 Report. Middleton was not present; however the report was included in the agenda.

### **STAFF ANNOUNCEMENTS / REPORTS**

Police Chief Hurtado – thanked all for attending Ty's Service. Washington DC trip was a success and was very happy that he was able to attend. Discussed problems with officer wellness, success stories, pros & cons of social media, data collection, additional training. Residential Burglary, targeting north of city, early morning hours, 3-5am. Are looking for three suspects. Asked public for assistance in reporting suspicious activity. Alaska State Troopers called and asked for information regarding K9 Ty's Service and asked if they could 'copy' the service for their fallen K9 Helo (sp). Will be working with them to assist and share information. Mayor Wood echoed appreciation for everyone that attended K9 Ty's service.

Fire Chief Armstrong – Ty's memorial was broadcasted via Facebook Live, 266,000 people were viewing the service. Firefighter/Paramedic position open. Structure fire on Dogwood. Soberanes fire, patrol 190 mobilized. Fire Station build continues. Will be addressing heaters and gates at a future meeting. Ventura County Fire lost an employee in the line of duty, died in a vehicle accident (water tender) on route to responding to fire.

Public Works Director Platt – provided department stats. Transmission line is tied in and is in operation. SCADA has been tied into the new line.

Acting Finance Director Williams – Single Audit is now complete.

Parks & Recreation Supervisor Brenda Daverin – Staff busy in September, pool closed without incident Labor Day Weekend. Successful season. Two weddings, two memorial services.

Touch up painting in the park. Cal City Street Rods, car show Oct 9, 2016, 9-2 \$20 entry. Oct 11, lifeline screening. Renaissance fair and model train show upcoming. Trunk or Treat event, working with high school to coordinate. Public Meeting this Thursday at 5:30pm "Save our Lake Program".

Pool House will start when the Fire Station is complete.

City Manager Weil – oh behalf of Robert King, advised that the matching funds application has been submitted. Lots of M1 & M2 activity. IRWMP grant application submitted.

AB1234:

McGuire – attending LAFCO meeting tomorrow.

Warren – Air Pollution Report will be available in November.

Mayor Wood – attended the East Kern Alliance meeting on the 8<sup>th</sup>, draft diversification study reviewed. On the 14<sup>th</sup> & 15<sup>th</sup>, Sept, out of town attending the California Transportation Meeting by the Kern County of Governments. California City will be getting an electric bus (Kern Regional Transit), route 250. Working to get signage towards the 14/58. Had opportunity to speak with District 9 Director and discussed safety concerns on the 58 by the Hyundai Property. Funding for paving (Phase II) sidewalk project approved.

### **CIVIC / COMMUNITY / ORGANIZATIONS ANNOUNCEMENTS**

Pat Gordon – East Kern Historical Museum Society. Getting plans for the new museum and will be starting fund raising under Ted Sutherlands Memorial Fund. This weekend; Peddlers Fair (fund raiser for museum).

MaryAnn LeBlanc - Optimist Club – pumpkin decorating this Saturday at the Senior Center. October 20<sup>th</sup> Holiday Village Meeting, 22<sup>nd</sup> October Movie Night and Costume Contest.

Donations Target will be determined once the plans are complete.

DJ Twohig – Mycalcity.org – meet the candidate 2016 held on the 16<sup>th</sup> was very well attended.

great news coverage, thanked volunteers and attendees.

Alexa Spader (sp) – Chamber of Commerce, Community Clean Up on October 1, 2016, meet at Aspen Mall 8:00am, light lunch provided at the Sprague Building at 11:30am.

### **PUBLIC BUSINESS FROM THE FLOOR**

Ron Smith – Vital for us to keep our safety personnel that it is necessary for council to present a plan for the 'scare the elderly tax' has to be a plan in place. Will be difficult to maintain staff in these departments.

Al Hudson – Police & Fire, database for pay shows that the pay in California City is in the lower 15%. There are no tertiary water rates, the city is not paying for this water that is going to the Golf Course. City Manager has not followed Prop 218, did not do anything about it, no consequences.

DJ Twohig – Special Tax Workshop – fair and effective tax would be appropriate to consider given the Medical Marijuana sales.

Mayor Wood – with regards to the Home Depot line item on the check register (CC1) – appliances for the Fire Station, check No. 98295 in the amount of \$8621.74 was hand carried. Home Depot ran the check as direct payment in the amount of \$7769.04 as they offered an additional discount, savings of \$852.70.

### **CONSENT CALENDAR**

All items on the consent calendar are considered routine and non-controversial and will be approved by one motion if no member of the Council, staff or public wishes to comment or ask questions. (Public comments to be limited to three minutes) Roll call vote required.

**CC 1. CITY CHECK REGISTERS:** dated through 09/22/16

**CC 2. MINUTES:** Meeting dated 03/22/16

Waive reading of subject minutes, approve as written, and order filed.

**CC 3.** Adopt Conflict of Interest Code Resolution

**CC 4.** Adopt Integrated Regional Water Management Planning Grant Resolution

**CC 5.** Fire Department: Fire Station Exhaust System

**CC 6.** California City Chamber of Commerce FY 16/17 Budget

Smith – any other quotes receive don the appliances; Armstrong advised that they had received several bids and determined that Home Depot offered the most with regards to warranty.

Mayor Wood - Armstrong advised JV needs to be done to correctly charge this item into the correct account.

Al Hudson – Check No. 98388 Valley Press – advertisement for Finance Director, we have an accountant that is qualified, should not spend any more money on advertising for Finance Director. Need to cut back.

DJ Twohig Check No. 98335 Helt Engineering, Inv. 16410 16-379 Water Avail Study \$12470 Public Works Director advised that the Engineers are auditing the entire City and Assessors Parcels within to correctly address the water standby rates and making sure that each parcel is assessed correctly.

David Stafford received clarification regarding the costs that will be incurred to complete this study. At this time it is unclear of the final costs.

Smith – Received clarification on check 98304 – Helt Engineering – Fire Department Bi-Fold Doors. Check 98375, mileage reimbursement \$1600. Armstrong was instructed that he will not turn in reimbursements quarterly but monthly so that it doesn't accumulate.

Warren received clarification of 98335, Sidewalk Project and 98310, mobile car wash, 98296 AVEK.

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren approve the Consent Calendar. Roll call vote as follows:

**AYES:** Gomez, Smith, Warren, Mayor Pro Tem McGuire, Mayor Wood

**NAYES:** None

**ABSTAIN:** Warren Ck. 98342, Smith Ck. 98317

**ABSENT:** None

### **CONTINUED BUSINESS**

#### **CB 1. City Council: "Do Over" Policy**

City Manager Weil read the staff report.

Mayor Pro Tem McGuire has brought a request forward to discontinue the local council policy to allow the public an additional two minutes of discussion on items that come before council. The public does have the ability to speak for three minutes on any regular item on the Council Agenda.

Mayor – offered a solution – in the past after this was approved we would let the public speak, council talked and if the public had additional questions they would be given the opportunity to speak again. Maybe we can have the council speak first then have the public provide comment?

David Stafford – should have one round of public comment; however if the person is not understood they should have another opportunity to respond.

DJ Twohig – absolutely not would we tolerate removing the second call.

Norm Hill – would like to keep the second call.

Gomez – the public is most interested in the opinion of the council and they want the ability for rebuttal. We have to find a way to be more efficient.

Unknown Speaker – thinks that this is a good thing, public should have first and last word. We don't always use the full two minutes. Maybe limit the do over to a more controversial topic?

Josh Meister – suggested what the Mayor had previously mentioned, that they listen to council comments and then open up for 3 minutes.

Legal Counsel – provided some further thoughts and ideas from other cities. Should have public comment prior to what the council is about to approve.

Al Hudson – the public has access to public officials, he feels that they don't have that here, we have no way to discuss issues. He feels that this is a retaliation from McGuire. Has an email from a candidate, Gene Stump, he opposes eliminating the two minute do over.

Ron Smith – observed already, civic organizations better prepared? Some staff reports well prepared others thinking on their feet, could shave time off these topics. Anything that limits public opportunity to speak is backtracking.

Vic Carmona – expressed his disappointment with the public, doesn't mind hearing the public speaking but he feels that all of this is childish. Public needs to have a little more respect.



McGuire – select few are abusing the do-over.

Warren – Agenda problem? Should not be here later than 10pm. Several items take time. Still for the do-overs but feels this is an agenda problem, agenda stacking.

Smith – pro do-over, need to hear the people, we are elected officials, mayor can use gavel.

McGuire – would like to continue as written, but asked the public to be mindful and follow rules.

Mayor – asked both sides of the Dais be mindful.

Bettenhausen – asked that the council not go back-and-forth, let them speak their three minutes and then respond.

Consensus of council to keep the two minute do-over.

## **CB 2. Police Department: Off-Highway Motor Vehicle Recreation Grant - Budget**

Chief Hurtado read the staff report.

The California City Police Department submitted several OHMVR grants for the upcoming year (October 1, 2016 – September 30, 2017) and was awarded a total of \$583,515 for three (3) grants. The grants would replace existing OHMVR Grants that will expire September 30, 2016.

Law Enforcement #16-4227, \$128,595, to supply partial salaries and overtime, fuel, vehicle repairs & maintenance, utilities, air-support rental, and partial truck payment.

Ground Operations #16-4228, \$417,068, personnel & equipment to maintain dirt routes for Emergency Response vehicles and OHV's, install and maintain 'No Trespassing' signage in the second community to prevent off route travel, utilities used at Borax Bill, partial payment of Dump Truck, payment for replacement work truck.

Education & Safety #16-4229, \$37,852, Medical supplies, partial contract services for First Aid Medical Director, purchase of Emergency Contact Cards, Safety Devices, AED's, and thermal imaging device.

Budget documents were provided to the council with the breakdowns and budget boxes.

Warren – this budget doesn't include the match grant funds or where they will be coming from, does not see the separation from the Police Department.

McGuire – face page, partial contract for first aid medical director. Eric advised that NB2 discusses this item. Salaries, OHV Sargent? 20%?

Smith – what will happen when the funds run out?

Motion by Councilmember Gomez, second by Mayor Pro Tem McGuire to accept the OHV budgets as presented - Roll call vote as follows:

**AYES:** Gomez, Smith, Warren, Mayor Pro Tem McGuire, Mayor Wood

**NAYES:** None

**ABSTAIN:** None

**ABSENT:** None

## **CB 3. Resolution: Medical Marijuana Application Process Fees**

City Manager Weil introduced David McPherson to provide the staff report and information regarding the Medical Marijuana Application process fees.

The implementation of Medical Marijuana application process will require a cost recovery fee schedule for staff and consulting time to be created. The resolution before you outlines the four phases of the application form for which fees will be established once the analysis of cost recovery is completed.

Phase I, initial application process.

Phase II, Evaluation.

Phase III, Further evaluations and ranks top applicants by permit category.

Phase IV, applicants attend public meeting with community and selection committee.

Requesting approval of the application process only, the fees will be adopted at a Public Hearing to follow at a later date.

Change: relating to exhibit A, in reference to "20" cultivation applicants, this number should read "30". Paragraph 2 and 3.

Unknown speaker – reflected his thoughts regarding the number of applicants.

David McPherson provided a background on this method and procedure. Trying to look into a reasonable amount for fees.

McGuire clarified the numbers and that all they would be approving is the application process and paperwork.

Motion by Mayor Pro Tem McGuire, second by Councilmember Gomez to adopt a  
**"RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY CALIFORNIA**  
**ADOPTING THE FEE SCHEDULE ASSOCIATED WITH THE APPLICATION PROCESS OF**  
**THE ESTABLISHMENT OF MEDICAL MARIJUANA BUSINESSES"** Roll call vote as follows:

**AYES:** Gomez, Warren, Mayor Pro Tem McGuire, Mayor Wood

**NAYES:** Smith

**ABSTAIN:** None

**ABSENT:** None

## **NEW BUSINESS**

### **NB 1. Medical Marijuana Consultant Contract – City Manager Weil**

City Manager Weil read the staff report.

City staff feels it is necessary to enlist the aid of an experienced consultant as we move forward with the Medical Marijuana Management Program. We have used the expertise of David McPherson of HdL companies to guide us to the recent passing of our Medical Marijuana Ordinance and would now like to enter into a consulting agreement to provide a subject matter expertise, develop and manage the process to select medical marijuana businesses and conduct a cost recovery and fiscal analysis for California City. The fee for the consulting contract would be not to exceed \$80,000 and would be funded from 10-4134-630, Other Contracts, Attorneys. The contract will be at a minimum 98% funded and a new revenue and expenditure line item created once the costs recovery analysis is reviewed and adopted.

Public Comment:

Ron Smith – opposes the \$80,000 consultant fee.

Weil advised that these funds are about 98% recoverable from fees from the application process.

Al Hudson – agreed with Ron Smith. Feels that this contract should have gone out for a Request for Proposals.

Legal Counsel advised that we are trying to avoid suits as this is a new area for all. Need someone with a tremendous amount of experience to guide us through this process. McPherson is well recognized in this industry. This is a full cost recovery.

Jason Parker – legal standpoint, lots of ramifications; McPherson will be a benefit to the City.

Keith Middleton – staffing is scrambling at the moment, isn't so sure that in-house would be a good idea, we need a professional with experience

DJ Twohig – recalls a meeting of which he brought to the attention of having a professional being important, have to be cognizant. Revenue projections up to 20 million dollars, in comparison the fee is nominal. Supports the contract.

Damien Martin – nonresident – referenced page 10 of the contract, timing, 8 months? Seems the timelines for the process is really long. Would like to see the timeline accelerated.

Cm – provided information regarding the timeline, lives scan can take up to five months, thus the reason for the lengthy time frame, the 8 months is a worst case scenario.

Manny Sorano (sp) - nonresident from Adelanto – feels that a consultant will be a great investment. Will benefit the City. Presented his attorney; David R Sorano (sp), 36 yrs. experience with cases. Provided some experiences he has had and or seen with this topic and processes.

Mayor – asked how many staff members are subject matter experts with this subject. Takes a special person to do this. We have gone through this process up to this point soundly, cautiously and we need to continue to do that. There is a cost; however it is recoverable. Feels this outweighs millions of dollars in potential lawsuits. McPherson has had a lot to do with this process and getting us to this point. Feels we should not go out for RFP, we have the best, she feels, that is out there. We need to do what's right for the future for this industry.

Warren – If they are working with multiple cities how are they going to do this, how many staff members in the company will be working with us that have as much knowledge in your firm? Bonding? Costs after the 320 hours?

McPherson advised that they have staff members in many different capacities. We Bond, currently bond with over 400 cities/companies. We cannot be held liable for violating federal law.

McGuire asked Jason to provide what we have in fund, line item, 10-4134-630 as of today. Jason advised \$75,000.

He is concerned as we are going in a direction that we've never been before.

Mayor emphasized that the fees are non-refundable.

Gomez – there is no guarantee, we are diminishing the probability of failure if we have someone to aide in getting us through this. This is an opportunity, if we are going to do it we need to do it correctly, need to protect ourselves from legal exposure down the road.

McGuire – we are using investor funds, much different from tax payer funds. \$80,000 is a large sum of money.

McPherson – do not get charged for anything more than the cost recovery; therefore we only charge for the applicants that apply and not the projected applicants.

Hurtado – Police Department is in the loop, he feels that we are getting the appropriate teacher to get us through, this is a pass thru fund.

DJ Twohig – sees this as being a solution for the city. Would like to have an input on Zoning verification and fee schedule

Ron Smith – referenced the “Matrix” building, reminded all that this project was supposed to be a great thing and it fell through. Would like to see the \$80,000 go to Public Safety.

Jason Parker – 1 billion dollars to build the Bellagio. We are the house, this is a large industry, growing all the time, and lets tap into this industry. Supports the contract.

Al Hudson – Need to explore HR1940, need to advocate the defunding.

Mayor – there are 301 banks nationwide currently.

Damien Martin – City Manager referred to the live scans taking 5 months; however 120 days is too long for the application review, take time to do it well but if we pay someone to do this we need to do it faster. Feels the time line will be a deterrent.

McGuire – the \$80,000 referenced in the staff report made him think that there was \$80,000 in the line item and not \$75,000.

Weil advised that we are going to be establishing a new line item, both revenue and expenditure.

Motion by Councilmember Warren, second by Councilmember Gomez to approve the contract with HdL Companies and authorize the City Manager to execute all necessary documents.

Roll call vote as follows:

**AYES:** Gomez, Warren, Mayor Wood

**NAYES:** Smith, Mayor Pro Tem McGuire

**ABSTAIN:** None

**ABSENT:** None

**NB 2. Police Department: “Provider” Accreditation of Police Dept. TACMED Program**  
Chief Hurtado read the staff report.

As previously announced during agenda adoption, this item will be discussion only.

Police Chief Hurtado read the staff report.

“There is a paradigm shift happening in the public’s expectations of how law enforcement handles medical emergencies. The days are over where officers stood around calling for medical aid on their radios while a victim or even suspect bled to death. The public expects officers to render aid and attempt to save lives” – Lawrence Heiskell, MD. 1.

Emergency medical aid by police officers is the first chain in the continuum of emergency medical care that the public rightfully expects.

The State of California recently took a number of legislative and regulatory actions to further expand law enforcement responsibilities in the provision of emergency medical care. On April 1, 2015, Title 22 of the California Code of Regulations was amended to increase the emergency medical training standards applicable to peace officers. The new requirements are effective April 1, 2017 and reflect increased public expectations on law enforcement.

In addition, response to numerous active shooting incidents, Governor Brown signed Assembly Bill 1598 (Chapter 668, Statutes of 2014) which requires, among other things, law enforcement agencies to integrate into the local emergency medical services system and to provide Tactical Casualty Care (TCC) training to peace officers.

Across the country, law enforcement agencies have been confronted by rapidly evolving and intensifying threats of terrorism, active shooter incidents, as well as a significant upsurge in violence directed towards police officers. At the same time, public expectations of the roles and responsibilities of local law enforcement have expanded well beyond criminal apprehension. The public holds law enforcement accountable for medical aid that they do not provide.

Examples of needed improvements; California City Police Department (CCPD) do not currently carry or administer narcotic overdose antidote for emergency use when officers are or maybe exposed to narcotics during suspect search.

CCPD do not currently carry AED's for cardiac arrests, this can be a life or death situation for heart failure patients.

CCPD, other than those members who are certified EMT's, are not authorized to administer oxygen or use methods to ensure airway.

Mayor – provided and shared details regarding her research on the Assembly Bills and POST requirements. Would like to know how many officers he is planning to provide this equipment to and train.

Hurtado clarified the purpose of this training for officers. All new officers will already have this training built into their regular training.

Fire Chief Armstrong provided further clarification and advised that he is supportive; he has discussed with the Police Chief how this will unfold. He also has concerns about this situation just as the Police Chief may have concerns about Fire Personnel being peace officers and carrying weapons. He addressed his concerns about supplies, who gets what? He is prepared to work with a shared medical director and coordinate with the Police Chief.

Sgt. Hightower provided and shared his thoughts regarding this training. He emphasized that he does not have any intent to be a medic; this is not a step on the fire department, it is a great training to have to be able to provide medical care in the field should the need arise.

Ron Smith – majority just voted to approve \$80,000 for the Medical Marijuana, was not big deal to Council. This medical subject should not have taken as long as it has to discuss if they can spend \$80,000 for people that will come in the city and leave.

Ed Stafford – supports the training.

McGuire – policies already set in stone right now for this program in the department. Hurtado advised that an application process has to be taken care of first, then the policy takes effect after approval.

**NB 3. Finance Department: Audit FY 14/15**

Interim Finance Director Williams read the staff report.

The goal of a financial statement is to provide users of a given set of financial statements with independent assurance that they can rely upon the information presented in those financial statements. Auditors use a variety of means to obtain the evidence they need to provide such assurance. Auditors inspect relevant documentation, observe employee performance, inquire concerning policies, procedures, and events, confirm balances and transactions with outside parties and perform analytical procedures to determine the reasonableness of transactions and balances.

Upon concluding the audit, auditors will render an opinion on the overall financial statements. This is sometimes referred to as a report card. An unmodified opinion can be interpreted as an "A", whereas an adverse opinion can be interpreted as an "F".

The Auditors concluded the following:

Audit Opinion – Letter Grade "A"

Audit recommendations – As part of the FY 2014-15 audit, the auditing firm identified 10 areas of our internal control structure that they believe could be improved. It should be noted that findings 1 and 8 were ones carried over from the prior year which was addressed in a response to last years management report through preparation and implementation of the accounting policies and procedures manual. Finding number 4 was addressed immediately when brought to our attention, while finding number 7 was one for which remedial action was taken based on a monthly review, not based on the finding noted. Also, finding 6 was one brought to the attention of the auditors and have addressed throughout the course of FY 15-16. It should also be noted that findings 2, 3, 8, 9, and 10 were deemed implemented, while findings 5, 6 and 7 were deemed partially implemented. The remainder were deemed not implemented.

Staff is recommending that the City Council receive and file the report. Additionally, it is recommended that City Council earmark the \$275,000 in discretionary funds as follows:

\$100,000.00 PERS Reserve Fund

\$150,000.00 Fire Station Remodel Project

\$25,000.00 PARSAC Rate Increase

Mayor – asked that we change the name of "Fire Station Remodel Project" to "Fire Station Construction Project" in any documents where this is referenced.

Al Hudson - #3 Enterprise funds, water & sewer. Received clarification regarding the sewer fund insolvency. There are no tertiary water fees that should be going into the sewer fund to make it solvent. Water; the auditors are telling us that the eater fund is solvent in 14-15 but yet we've had these tremendous rate increases. Golf Course – city and public has asked for monthly statements, have not received them yet.

David Stafford further explained Al Hudson's statement regarding tertiary water and rates associated with it.

Public Works Director – by law we have to be able to dispose of tertiary water. The lake at Central Park is a holding pond for this water, tertiary water is constantly being generated.

Motion by Councilmember Warren, second by Mayor Pro Tem McGuire, to file the report and earmark the \$275,000 in discretionary funds as outlined; \$100,000 PERS Reserve Fund, \$150,000 Fire Station Construction Project, \$25,000 PARSAC Rate Increase.

Roll call vote as follows:

Smith was informed that the PERS liability is 1.1 million dollars, currently have \$400,000 to this line item.

**AYES:** Gomez, Warren, Mayor Pro Tem McGuire, Mayor Wood

**NAYES:** Smith

**ABSTAIN:** None

**ABSENT:** None

### **COUNCIL AGENDA**

Councilmember Smith – complemented Platt for by passing the well and keeping the water running. Also the roads on the hill, any plans for filling the holes. Palisades is really bad. Councilmember Warren – Social media has become very interesting. Potential road rage on California City Blvd. People are videotaping events, sees a potential hazard coming our way. Would like to have some CCB policing. Financial Statements, several things are already negative. We need warehouses or manufacturing places for the upcoming MMJ construction, to be accounted for separately and account for any tertiary water usage they may need and establish fees.

Mayor Pro Tem McGuire – status of major leak off Lupine Loop area. Would like to see, very soon, is a workshop for the Special Tax and other options that we may have.

Mayor Wood – announced that Ted Sutherland has passed. Memorial last Sunday. California City Community Club created a Resolution in memory of his life. One will be placed in City Hall and the other will be displayed in the History Museum.

### **ADJOURNMENT**

Motion by Mayor Pro Tem McGuire, second by Councilmember Warren to adjourn at 10:36pm  
Motion Carried

Respectfully submitted by,

Denise Hilliker, City Clerk


**APPROVED BY CITY COUNCIL ON \_\_\_\_\_**





**Staff Report**  
**City Council**  
**Council Meeting Date: February 28, 2016**

To: Mayor and City Council

From: Lieutenant Frank Huizar  #530.9

Subject: Police Department Security Gate

**Summary:**

Over the course of the last few years we have made a concentrated effort to safeguard our facility and make it less vulnerable. Along with fencing around the rear perimeter of the police facility, a bullet resistant door and windows have been installed in our front lobby area. However, our rear parking lot remains unsecure. Vehicles can and have driven into our rear parking lot in the past. In fact, last year one of our officers released a prisoner from custody only to later find the subject sitting inside of an employee's unlocked personal vehicle.

With the rise in violence and assaults against police, it is an area of concern that must be addressed. We had 142 officers killed in the line of duty in 2016 and multiple attacks on police stations in recent years. This effort to further secure our police department is an added layer in the protection of our police officers and employees.

**Benefits:**

Installing a security gate will not only provide enhanced police department security, but also increased personnel safety. Ability to open and close security gate from the communications center.

**Fiscal Impact:**

The California City Police Department has received three quotes to purchase and install a security gate. The following are the (3) quotes which were submitted:

- \$20,710.00 - ODC Bakersfield-Commercial Over Head Door (Does not include all Electrical Work to the Goose neck/key pads, communications center and must be within 2 feet of the operator).
- \$34,356.20 – Desert Garage Door Inc. (Does not include all Electrical Work)
- **\$21,294.00 – C&M Overhead Doors, Inc.**

The funds will come from budget line item: 18-4212-420. There were \$25,000.00 budgeted in the fiscal 2016-2017 budget for this project.

**Recommendation:**

Staff recommends Council approve funding for the purchase of the security gate from C&M Overhead Doors, Inc.

**Environmental Impact:**

N/A

*The finance director has reviewed the staff report and finds the recommendations to be within the budget constraints of the Department.*

CC3

**PROPOSAL**  
**C&M OVERHEAD DOORS, INC.**

dba OVERHEAD DOOR CO. OF THE ANTELOPE VALLEY

Lic. #881400  
45040 42<sup>ND</sup> ST. EAST  
LANCASTER, CA 93535  
FAX (661) 946-8213

(661) 946-7000  
Antelope Valley/Main Office

(661) 823-9210  
Kern County

Proposal Submitted To: CALIFORNIA CITY POLICY DEPT. ATTN: FRANK HUIZAR	Phone: 760-514-5963  Fax No:	Date: February 14, 2017
Street:	Job Name:	
City, State & Zip Code:	Job Location:	
Install Date:	Job Phone	

We hereby submit specifications and estimates for:

PROVIDE AND INSTALL:

25X11 OHD MODEL #671 ROLLING STEEL GRILL AND \$11,294.00  
RSX JACKSHAFT ½ H.P. COMMERCIAL SIDE MOUNT OPENER 115 VOLTS  
SINGLE PHASE W/ HOIST AND BRAKE, SAFETY BEAMS, (2) KEYLESS ENTRY  
EXTERIOR MOUNT FOR ENTRY AND EXIT, TIMER CLOSE MODUAL & 2  
BUTTON OPEN AND CLOSE FOR INSIDE OFFICE INSTALL

FORLIFT RENTAL ONE DAY \$500.00

QUOTE FROM WILLIAMS CONSTRUCTION TO BUILD A HEADER, \$9,500.00  
FRAME IN WALLS TO CLEAR SIDE WALK SO DOORS WILL FIT  
AND PROVIDE ELECTRICAL FOR DOOR AND THE ELECTRICAL TO  
WIRE KEYLESS ENTRIES AND WALL BUTTON INTERIOR

WE PROPOSE hereby to furnish material and labor – complete in accordance with above specifications, for the sum  
of: **\$21,294.00**

Payment to be made as follows: **DUE 30 DAYS**

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry, fire, earthquake and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

**\* SIGN & DATE BELOW & FAX BACK UPON APPROVAL \***

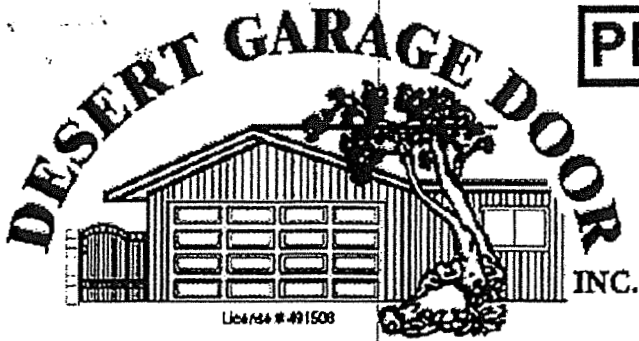
Authorized Signature \_\_\_\_\_

(Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: X \_\_\_\_\_

Signature: X \_\_\_\_\_



# PROPOSAL & INVOICE

Install Date \_\_\_\_\_ Time \_\_\_\_\_

Date: 1-19-2017

Invoice: 1192017

Installers \_\_\_\_\_

**Billing Address:** California City Police Dept.  
Frank Huizar 1-760-514-5963  
fhuizar@californiacitypd.org

**DOORS • GATES • WINDOWS • FENCING**

1328 Inyo Ct. Ridgecrest, CA. CALL: 1-760-446-3446

www.desertgaragedoor.com

**Job Location: SAME**

## DESCRIPTION

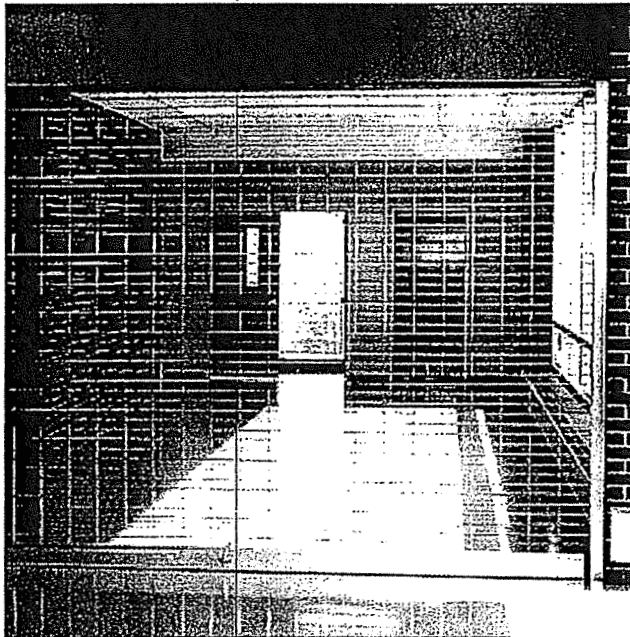
## AMOUNT

**1 - Model 4300/ESG 28'6" x 11'6" Rolling Grill Door with opener installed. All Parts, Labor and sales Tax Included..... \$34,356.20**

Included on install: Radio Receiver outside key pad, exit and safety loops inside and Miller bottom safety edge.

**All Electrical to be done by others.**

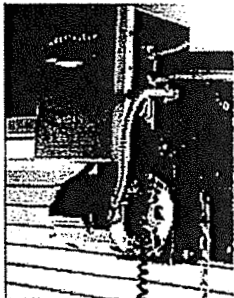
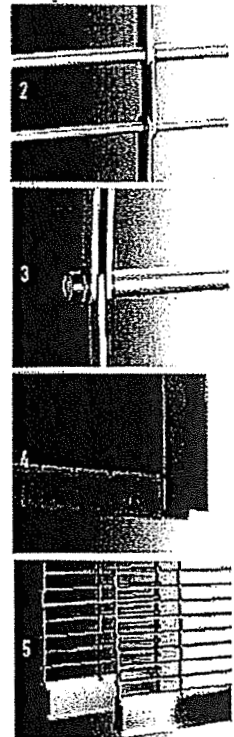
ROLLING GRILLE DOOR



### Amarr 4300 SERIES ROLLING GRILLE DOOR

#### Technical Features

1. Oil tempered torsion springs designed for 50,000 life cycles.
2. Solid aluminum 5/16" rods.
3. Durable links (standard 1/8" thick, or heavy-duty 3/16" thick).
4. Cylinder locks concealed in the bottom bar.
5. Choice of two grille types:  
-Standard up to 30' wide  
-Heavy-duty up to 30' wide
6. Heavy-duty extruded aluminum guides and bottom bar.



Electric Opener

	Amarr 4310 Standard-duty	Amarr 4310 Heavy-duty	Amarr 4320 Standard-duty	Amarr 4320 Heavy-duty	Amarr 4330 Standard-duty	Amarr 4330 Heavy-duty
Grille Rod & Link Material	Stainless Steel	Stainless Steel	Solid Clear Anodized Aluminum	Solid Clear Anodized Aluminum	Solid Mill Finish Aluminum	Solid Mill Finish Aluminum
Rod Thickness	5/16"	5/16" with 1/2" tube spacers	5/16"	5/16" with 1/2" tube spacers	5/16"	5/16" with 1/2" tube spacers
Link Thickness	1/8"	3/16"	1/8"	3/16"	1/8"	3/16"
Max Door Width	30'	30'	30'	30'	30'	30'
Max Door Height	16'	16'	16'	16'	16'	16'

TOTAL



This price may increase if not accepted with in 30 days of this date \_\_\_\_\_ Thank-you



*GARAGE DOORS*

Model 4300  
**GRILLE DOOR**  
**INSTALLATION INSTRUCTIONS**

# GRILLE DOOR INSTALLATION INSTRUCTIONS

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## **FREIGHT DAMAGE INSTRUCTIONS**

### **\*\*\*IMPORTANT\*\*\***

Immediately upon delivery check condition of materials for visible concealed freight damage incurred in transit.

Under no condition should installation be made without authorization, as neither the carrier nor the Manufacturer will assume responsibility for labor costs involved in replacing damaged material that has been installed.

### **FOLLOW THE DIRECTIONS BELOW:**

#### **CONCEALED DAMAGE:**

- (a) Must be inspected by carrier's representative within 15 days from date of delivery.
- (b) Consignee must obtain copy of Inspection Report.
- (c) Material should not be moved from point of delivery to other premises prior to discovery and/or reporting of damage.
- (d) Container and packing should be retained by consignee until inspection is made.

#### **VISIBLE DAMAGE:**

- (a) Must be inspected by carrier's representative within 15 days from date of delivery.
- (b) Consignee must obtain copy of Inspection Report.
- (c) Material should not be moved from point of delivery to other premises prior to discovery and/or reporting of damage.
- (d) Container and packing should be retained by consignee until inspection is made.

**NOTE: IF DAMAGE IS CERTAIN, GOODS SHOULD NOT BE UNPACKED UNTIL INSPECTION IS MADE. IF DAMAGE IS UNCERTAIN, PACKAGES MAY BE OPENED BUT PACKING MATERIAL MUST BE SAVED UNTIL INSPECTION IS MADE.**

#### **INCOMPLETE DELIVERY:**

- (a) Should be noted on delivery receipt.
- (b) Acknowledged by driver's signature.
- (c) Start tracing immediately.
- (d) Notify shipper.

#### **RETURNING DAMAGED MATERIAL:**

If damaged to the extent that it is necessary to return to the Manufacturer to be repaired, please do as follows:

- (a) Obtain permission to do so from the delivering carrier.
- (b) Route the return shipment via the identical carrier(s) involved in the original shipment.
- (c) Notify the Manufacturer when shipped.

## PRE-INSTALLATION INSTRUCTIONS

### **WARNING**

**ONLY TRAINED DOOR SYSTEMS TECHNICIANS SHOULD  
DROP TEST, RESET OR PERFORM MAINTENANCE**

### **WARNING**

**READ AND FOLLOW THESE INSTRUCTIONS THOROUGHLY - THE COOKSON  
COMPANY WILL NOT BE HELD RESPONSIBLE FOR ANY CHARGES INCURRED  
THROUGH MISSING PARTS, OPERATION, OR DAMAGE- DUE TO IMPROPERLY  
INSTALLED DOOR ASSEMBLIES**

- 1) If you have received more than one door, you will find that all major parts and pieces for any one door are marked with corresponding numbers; therefore, a complete door should be composed of parts bearing the same numbers and letters.

**DO NOT INTERCHANGE PARTS FROM ONE DOOR TO ANOTHER!!!**

- 2) Before installing the door see that all component markings agree.
- 3) Before attempting installation of the door and, specifically, before leaving the jobsite make certain you have read and adhered to the attached "Safety Check List".
- 4) Should there be any discrepancies in the job conditions or manufactured materials, contact The Cookson Company in writing or by calling 1-800-294-4358 for Western U.S. and Canada or 1-800-390-8590 for Eastern U.S. and Canada. If door was purchased by a Cookson Distributor and sold to another party they should contact the Distributor for Warranty or Repair parts.

## SAFETY CHECK LIST

**IN ORDER FOR YOU TO ASSURE YOUR CUSTOMER THAT THIS DOOR HAS BEEN  
INSTALLED PROPERLY AND IN A SAFE MANNER, WE ASK THAT YOU CHECK THE  
FOLLOWING BEFORE LEAVING THE JOBSITE.**

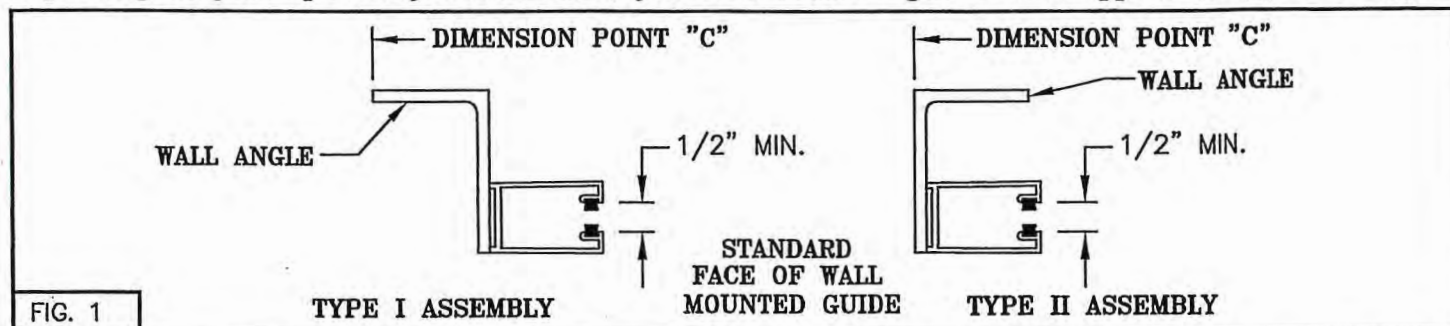
- 1) Make certain that the proper amount of tension has been applied to the torsion springs, in order to properly counterbalance the weight of the curtain.
- 2) Assure yourself that the tension wheel is securely fastened in place.
- 3) Assure yourself that sprockets or gears requiring keys have the correct keys installed and drive shaft sprockets or gears are retained by cotter pins.
- 4) Recheck the setscrews (One over key - the other located at 45° from key) in each sprocket or gear for tightness.
- 5) Check all fasteners holding guides to building structures.
- 6) Check all fasteners used in assembling door components.
- 7) Instruct owner or his/her representative in the proper method of operating this door.



# GRILLE DOORS

## GUIDE TYPE I & II INSTALLATION

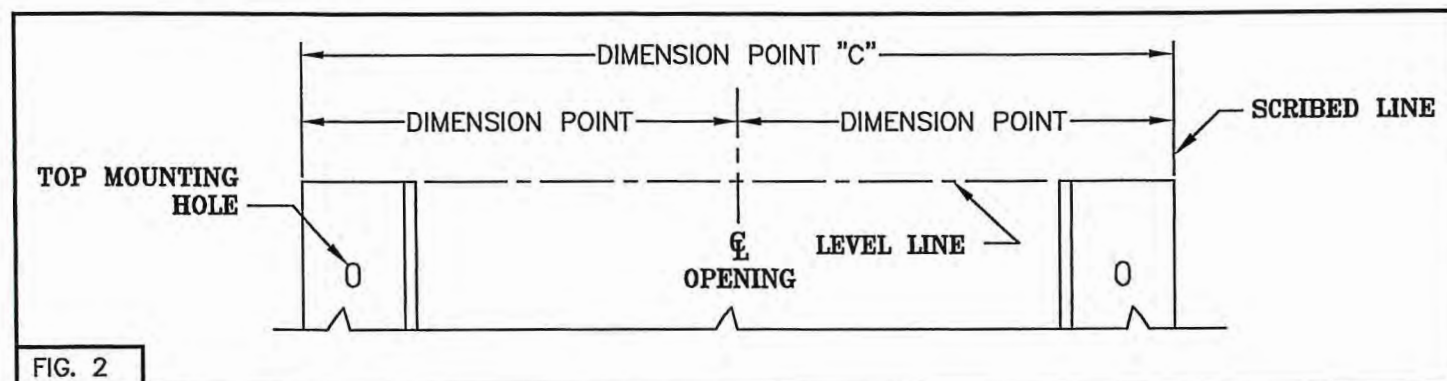
Depending on your specific job conditions, you have received guides that appear as type I or type II



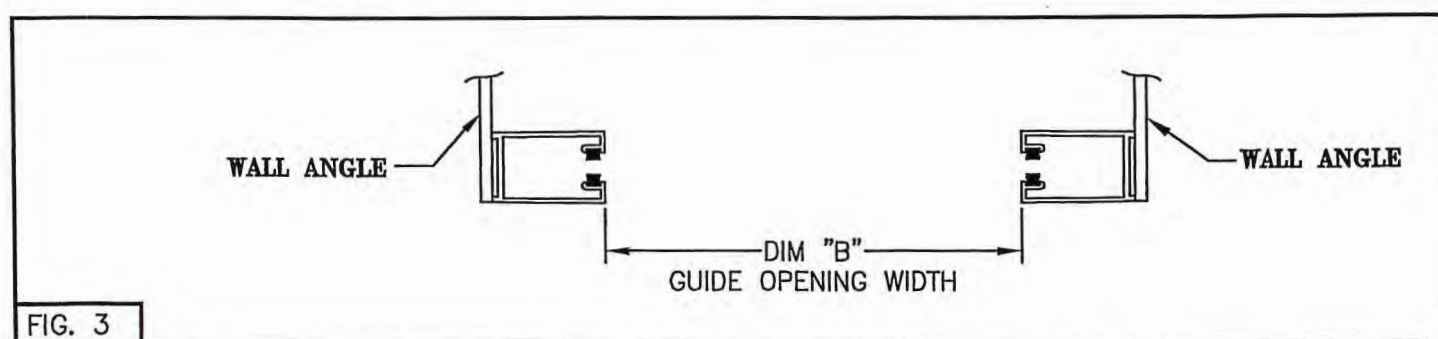
**NOTE:** TYPE II GUIDES NORMALLY MUST BE DISASSEMBLED BEFORE INSTALLATION.

- 1.) In either case, locate the center of the opening. From the centerline locate the edges of each guide by laying off a distance from the center as shown in FIG.2.
- 2.) Through this mark, scribe a plumb line on the wall.
- 3.) Place the guides against the scribed line and with the tops of the guides level, mark the location of the mounting holes.

**IMPORTANT:** The bottom of the guides MUST be at the same elevation as the top of the floor at the centerline of the door opening to ensure that the locking device engages the guide latch or interlock.



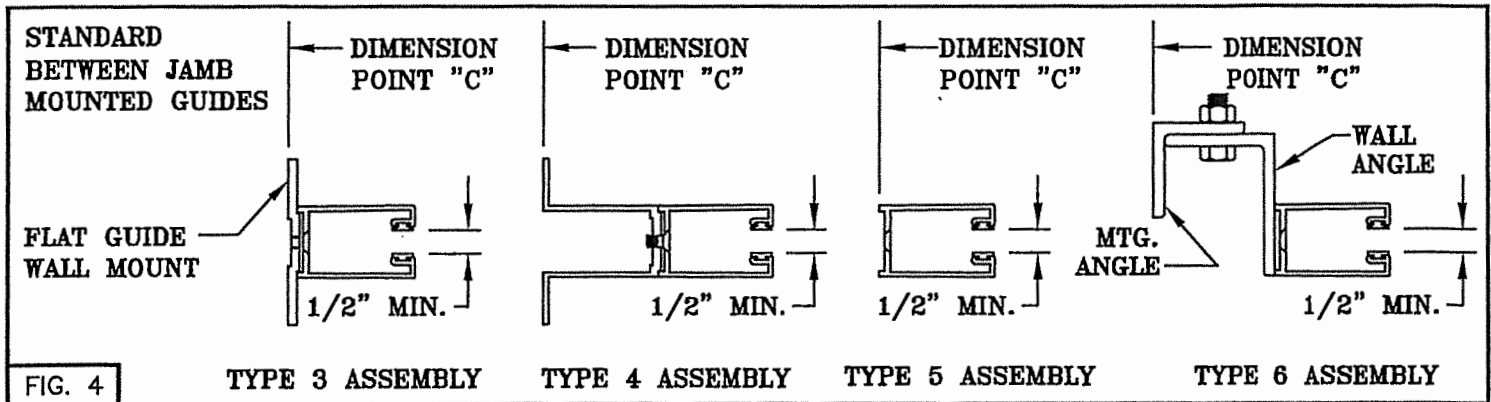
- 4.) Pre-drill mounting holes according to Table 1 on page 10.
- 5.) Tap or install inserts and mount the guides.
- 6.) If guides are Type II and require disassembling, make sure when reassembling, that the width of the guide groove is equal to the measurements shown in FIG. 1.
- 7.) Check guide opening width. See FIG. 3.



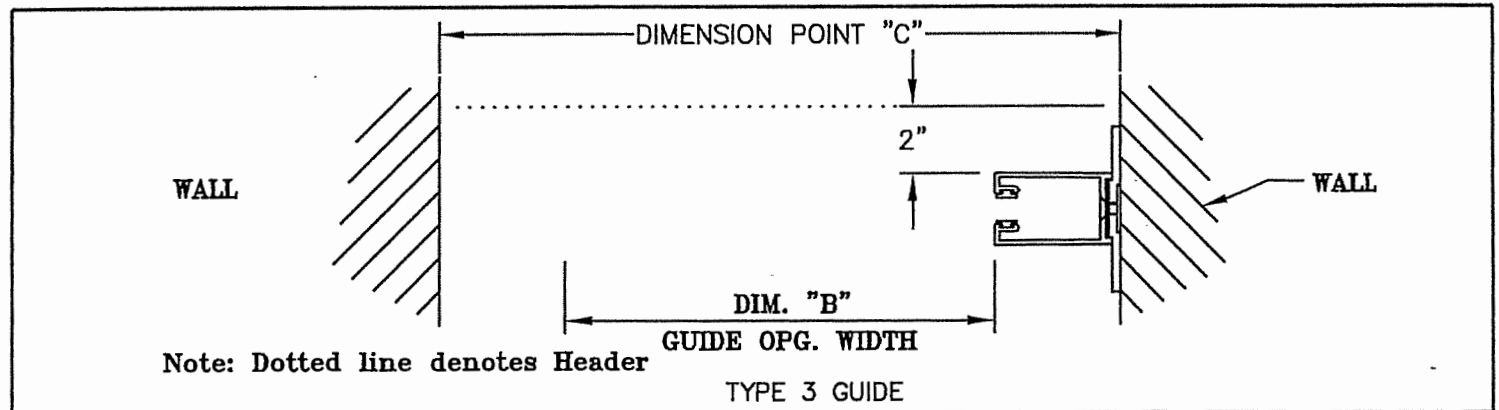
# GRILLE DOORS TYPE 3, 4, 5 OR 6

## GUIDE INSTALLATION

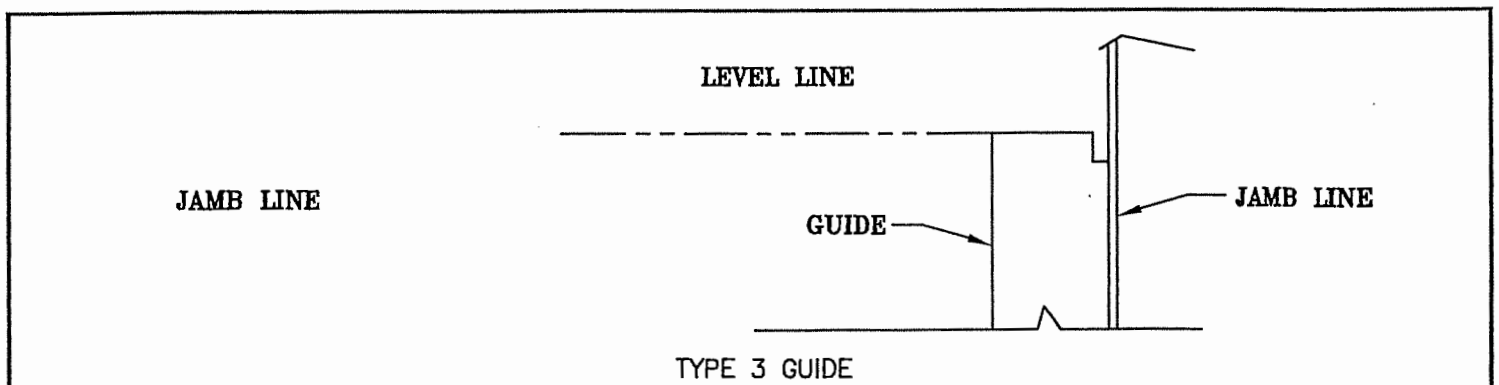
Depending on your specific job conditions, you have received guides that appear as type 3, 4, 5, or 6.



- 1.) Check Dim. C (jamb opg. width) to insure that it is within plus or minus 1/8" of the given measurements.
  - 2.) With the guides placed against the jambs and positioned per FIG. 5, locate the mounting holes, being sure when doing so that the tops of the guides lie in a level plane as shown in FIG. 6.
- IMPORTANT:** The bottom of the guides **MUST** be at the same elevation as the top of the floor at the centerline of the door opening to insure that the locking device engages the guide tch or interlock.



- 3.) Pre-drill mounting holes according to Table 1 on page 10.
- 4.)
- 5.) Check guide opening width. See FIG. 5.



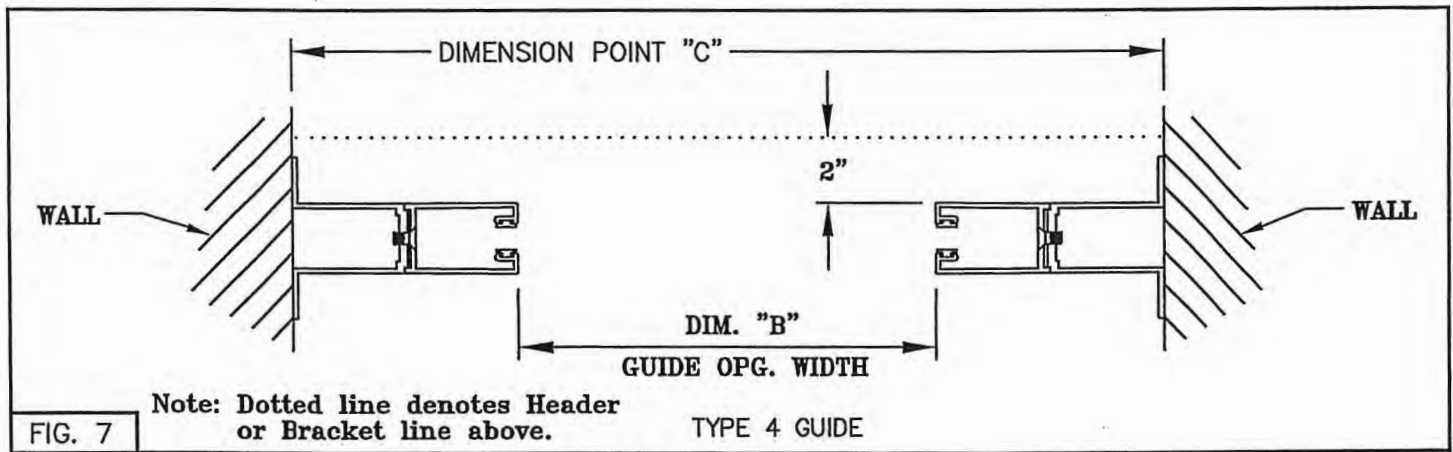
SEE THE FOLLOWING PAGES FOR DETAILS OF TYPES 4, 5, AND 6 GUIDES.

# GRILLE DOORS

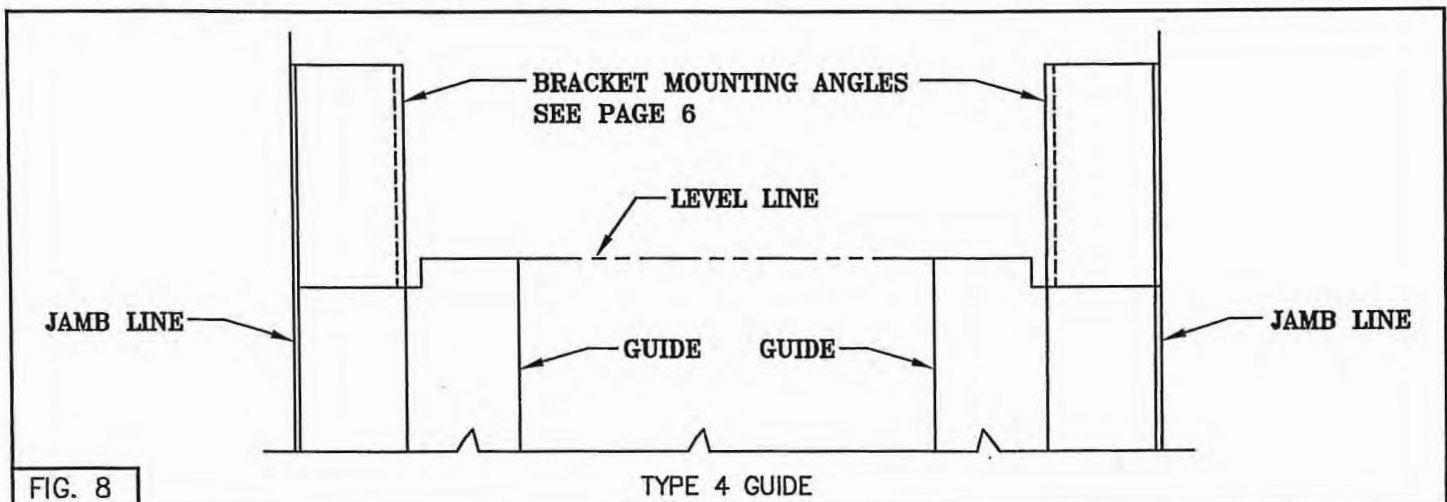
## TYPE 4 GUIDE INSTALLATION

- 1.) Check Dim. C (jamb opg. width) to insure that it is within plus or minus 1/8" of the given measurements.
- 2.) With the guides placed against the jambs and positioned per FIG. 7, locate the mounting holes, being sure when doing so that the tops of the guides lie in a level plane as shown in FIG. 8.

**IMPORTANT:** The bottom of the guides MUST be at the same elevation as the top of the floor at the centerline of the door opening to insure that the locking device engages the guide latch or interlock.



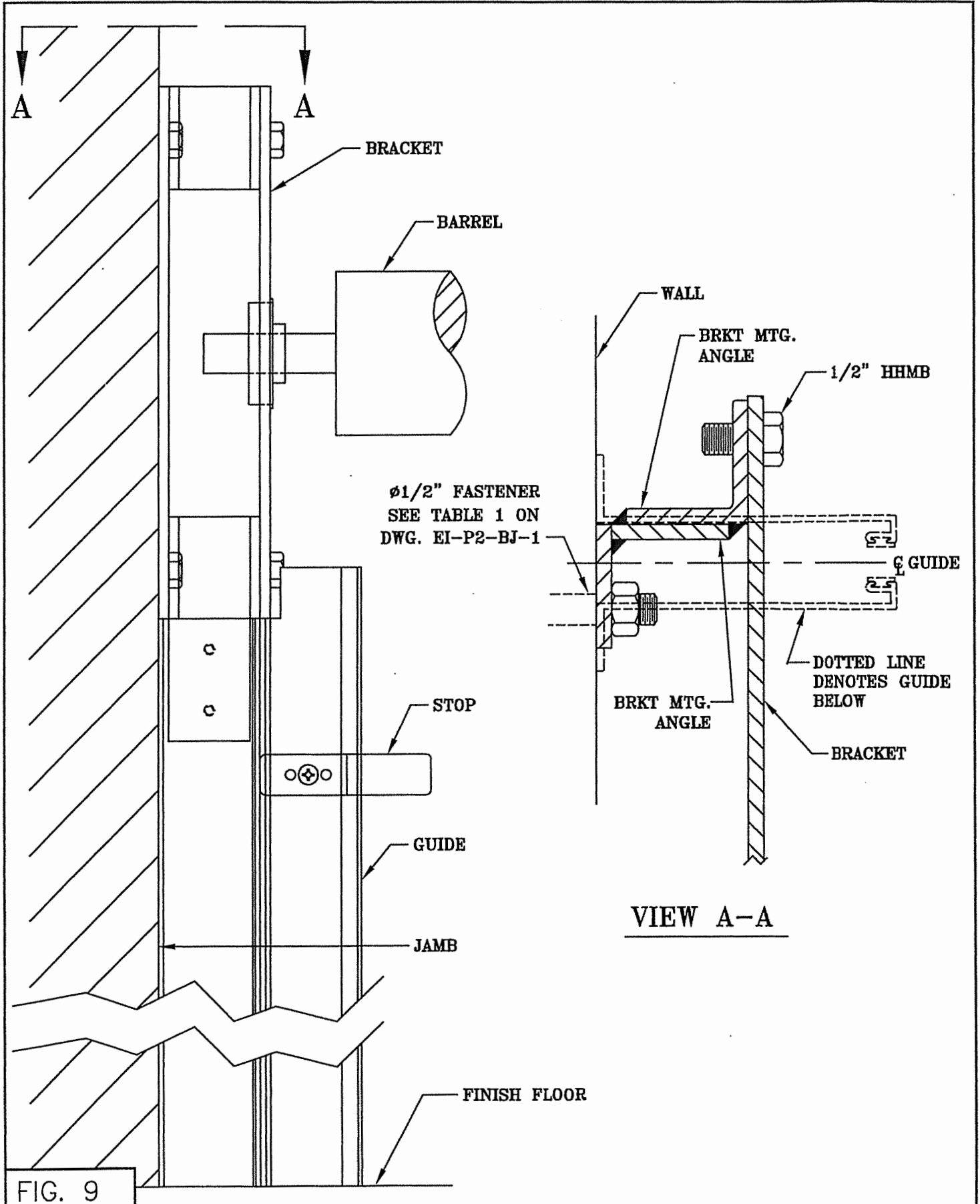
- 3.) Pre-drill mounting holes according to Table 2 on page 10.
- 4.) Tap or install inserts and mount the guides.
- 5.) Check guide opening width (see FIG. 7).



SEE THE FOLLOWING PAGES FOR DETAILS OF TYPES 5 OR 6 GUIDE.

# GRILLE DOORS

## BRACKET TO WALL ANGLE MOUNTING - TYPE 4 GUIDE

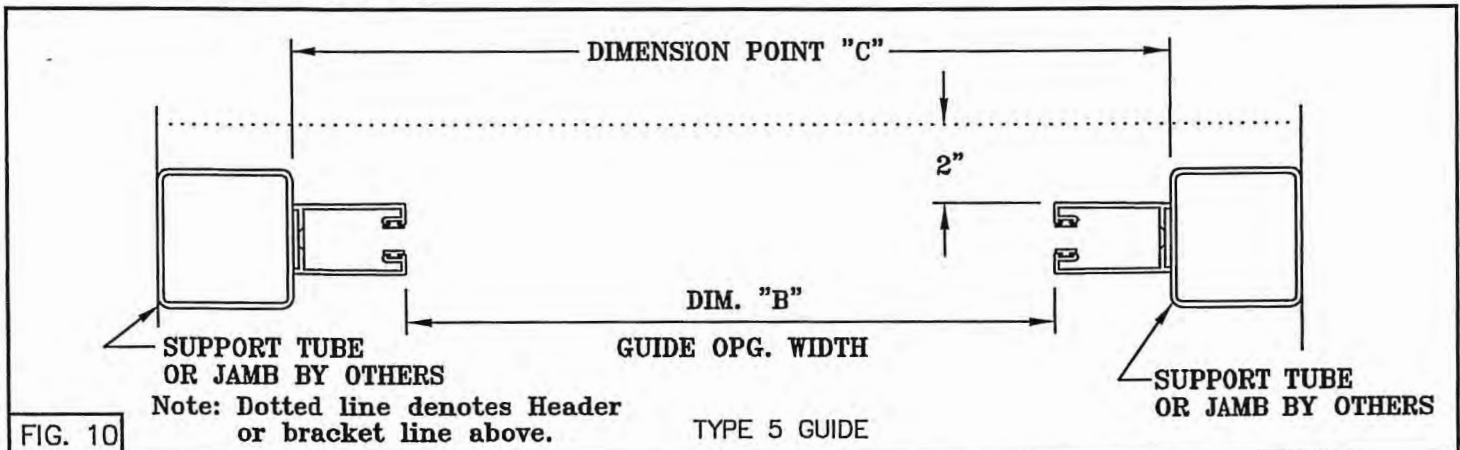




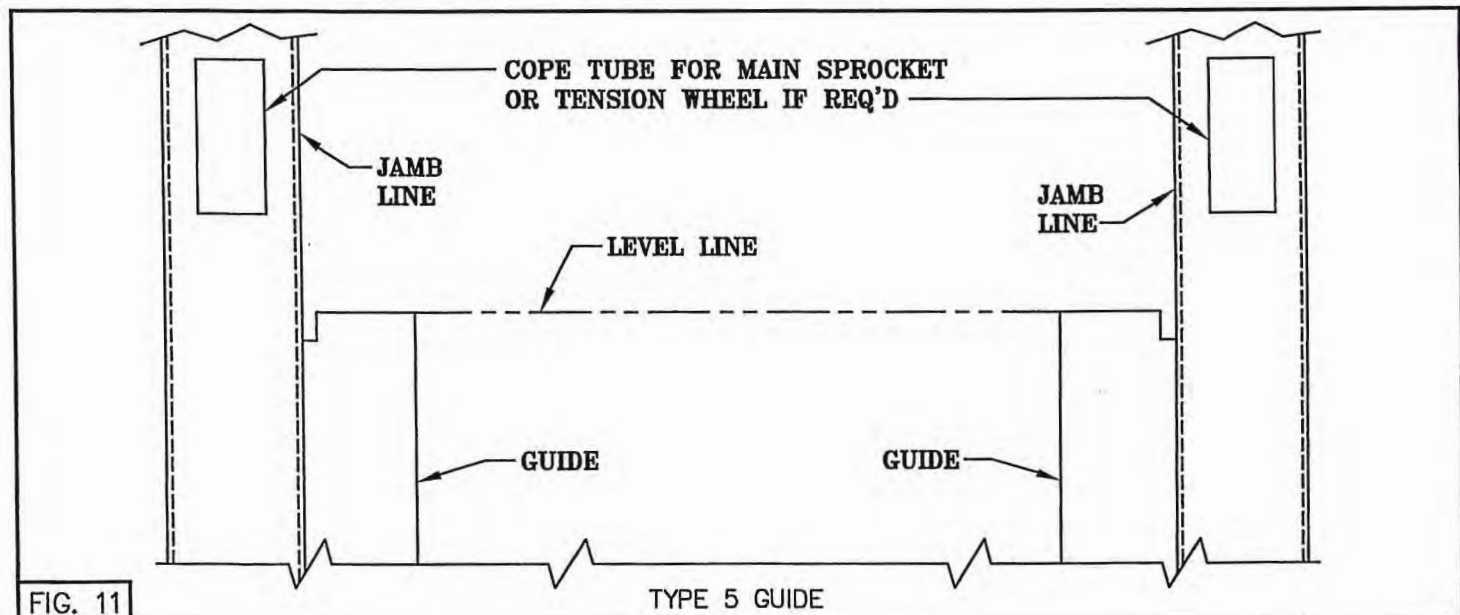
# GRILLE DOORS

## TYPE 5 GUIDE INSTALLATION

- 1.) Check Dim. C (jamb opg. width) to insure that it is within plus or minus 1/8" of the given measurements.
  - 2.) With the guides placed against the jambs and positioned per FIG 10, locate the mounting holes, being sure when doing so that the tops of the guides lie in a level plane as shown in FIG 11
- IMPORTANT:** The bottom of the guides **MUST** be at the same elevation as the top of the floor at the centerline of the door opening to insure that the locking device engages the guide latch or interlock.



- 3.) Pre-drill mounting holes according to Table 2 on page 10.
- 4.) Tap or install inserts and mount the guides.
- 5.) Check guide opening width (see FIG. 10).

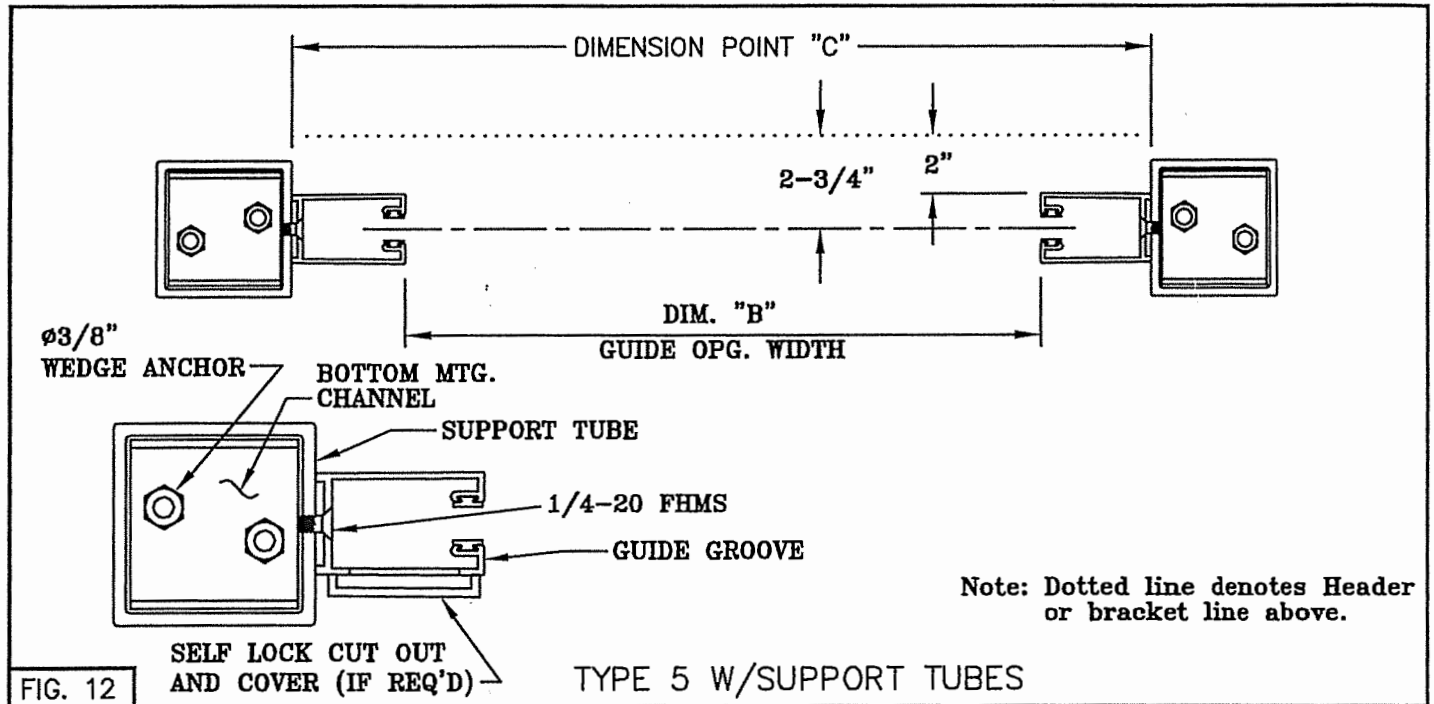


# GRILLE DOORS

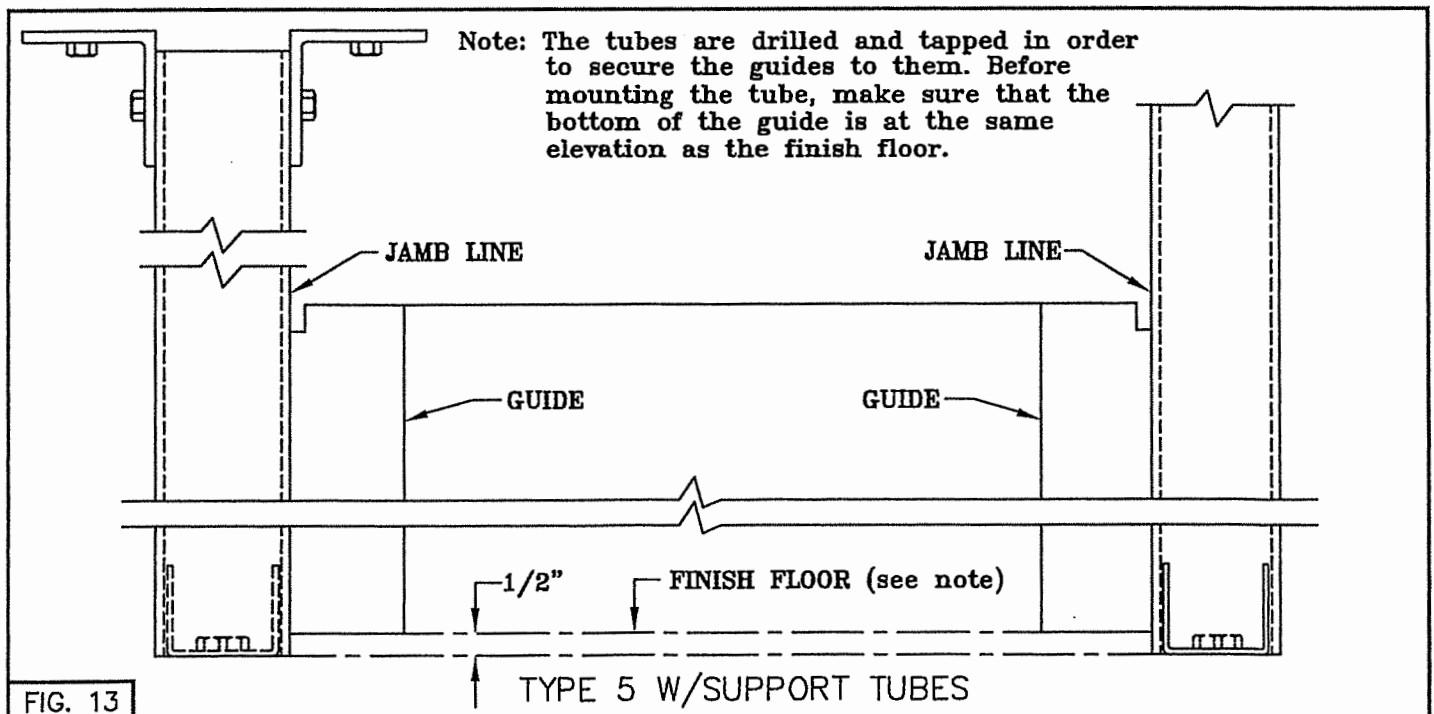
## TYPE 5 GUIDE W/SUPPORT TUBES

- 1.) Check Dim. C (jamb opg. width) to insure that it is within plus or minus 1/8" of the given measurements.
- 2.) With the guides placed against the jambs and positioned per FIG. 12, locate the mounting holes, being sure when doing so that the tops of the guides lie in a level plane as shown in FIG. 13.
- 3.) The self lock cut out and cover (if provided) are to be located on the coil side of the door.

**IMPORTANT:** The bottom of the guides **MUST** be at the same elevation as the top of the floor at the centerline of the door opening to insure that the locking device engages the guide latch or interlock.



- 4.) Check guide opening width (see FIG. 12).

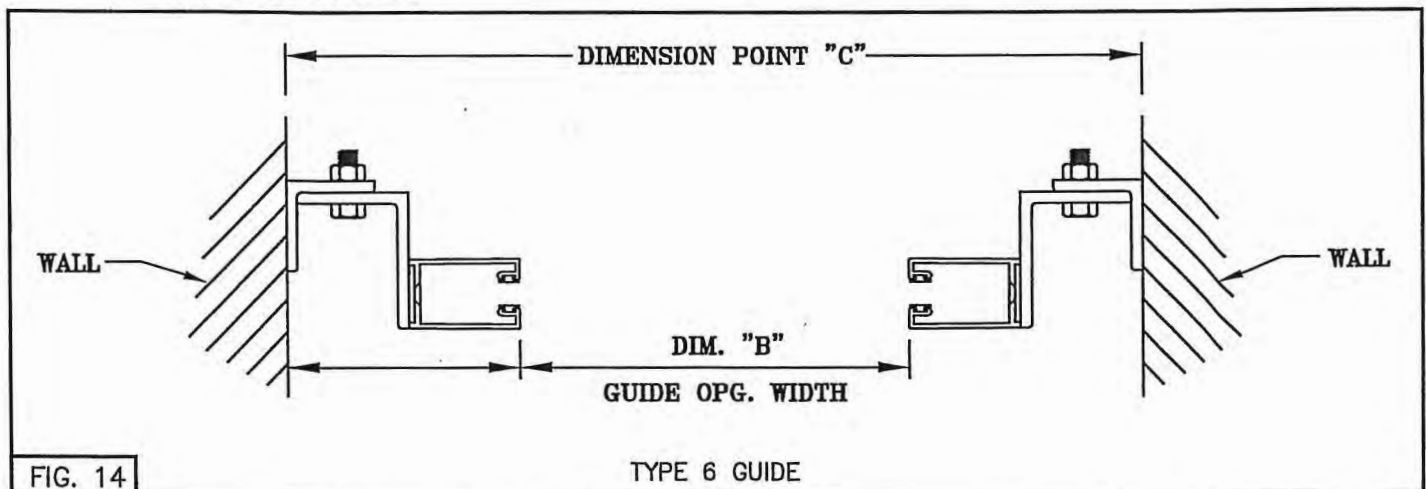


# GRILLE DOORS

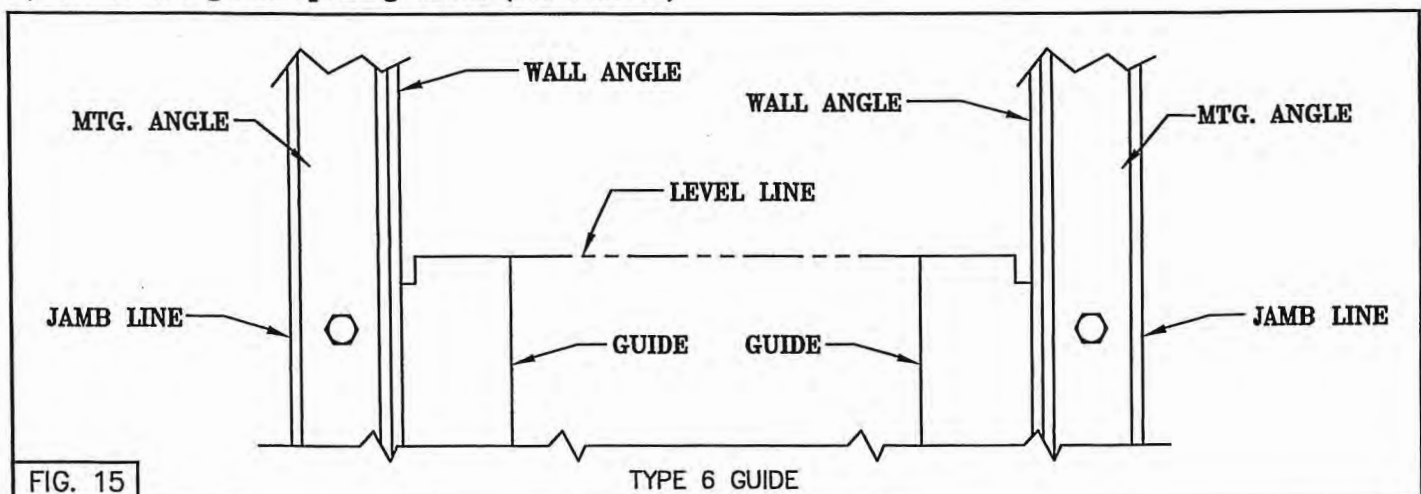
## TYPE 6 GUIDE INSTALLATION

- 1.) The mounting angle must be disassembled from the wall angle before mounting.
- 2.) Check Dim. C (jamb opg. width) to insure that it is within plus or minus 1/8" of the given measurements.
- 3.) Place the disassembled mounting angle against the jamb at the distance from the edge of the opening shown in FIG. 15 and mark the top mounting hole.
- 4.) Remove the mounting angle, and through the mark, scribe a plumb line on the jamb.
- 5.) Place the mounting angle over the line, centering the mounting holes on the line, and level the tops of the right and left hand mounting angles.

**IMPORTANT:** The bottom of the guides **MUST** be at the same elevation as the top of the floor at the centerline of the door opening to insure that the locking device engages the guide latch or interlock.



- 6.) Mark the mounting holes on the wall, and pre-drill them according to Table 1 on page 10.
- 7.) Tap or install inserts, if necessary, and mount the mounting angles.
- 8.) Now mount the guides to the mounting angles.
- 9.) Check the guide opening width (see FIG. 14).



# GRILLE DOORS - FASTENER TABLES

TABLE 1 - TYPE 1, 2 & 6 GUIDES

TYPE OF CONSTRUCTION TO WHICH FASTENER EMBEDS	TYPE OF FASTENER TO USE	HOLE SIZE (DRILL DIA.)	TAP SIZE (IF REQ'D)	DEPTH OF HOLE
WOOD	ø3/8" X 2" LAG BOLT	ø3/16"	_____	1-1/2" MAX
	ø1/2 X 3" LAG BOLT	ø5/16"	_____	2-1/2" MAX
CONCRETE	ø3/8" X 2-1/8" WEDGE ANCH.	ø3/8" CARBIDE	_____	1-5/8" MIN
	ø1/2" X 2-3/4" WEDGE ANCH.	ø1/2" CARBIDE	_____	2-1/4" MIN
	ø5/8" X 3-1/2" WEDGE ANCH.	ø5/8" CARBIDE	_____	2-7/8" MIN
	ø3/4" X 4-1/4" WEDGE ANCH.	ø3/4" CARBIDE	_____	3-1/2" MIN
MASONRY OR BRICK	ø5/8" X 2-1/4" SLEEVE ANCH. (ø1/2" BOLT)	ø5/8"	_____	2" MIN
	ø3/4" X 2-1/2" SLEEVE ANCH. (ø5/8" BOLT)	ø3/4"	_____	2" MIN
STEEL	ø3/8" BOLT	ø5/16"	3/8"-16UNC	_____
	ø1/2" BOLT	ø27/64"	1/2"-13UNC	_____
	ø5/8" BOLT	ø17/32"	5/8"-11UNC	_____
	ø3/4" BOLT	ø21/32"	3/4"-10UNC	_____

TABLE 2 - TYPE 3, 4 & 5 GUIDES

TYPE OF CONSTRUCTION TO WHICH FASTENER EMBEDS	TYPE OF FASTENER TO USE	HOLE SIZE (DRILL DIA.)	TAP SIZE (IF REQ'D)	DEPTH OF HOLE
WOOD	#12 X 1-1/2" WOOD SCREW	ø1/8"	_____	1-1/2" MAX
CONCRETE	#12 X 1-1/2" WOOD SCREW W/ #12 PLASTIC SHIELD	ø1/4" CARBIDE	_____	1-1/2" MAX.
STEEL	ø1/4" BOLT	#7	1/4"-20 UNC	_____
HOLLOW METAL	1/4-20 SELF DRILLING AND TAPPING SCREW	ø13/64	_____	_____
HOLLOW CERAMIC TILE	TYPE "L" WALL GRIP W/ 1/4"-20 MACH. SCREW	ø7/16"	_____	_____

TABLE 3 - BRACKETS

TYPE OF CONSTRUCTION TO WHICH FASTENER EMBEDS	TYPE OF FASTENER TO USE	HOLE SIZE (DRILL DIA.)	TAP SIZE (IF REQ'D)	DEPTH OF HOLE
WOOD		ø5/32"	_____	1-1/2" MAX
	ø3/8" X 2" LAG BOLT	ø3/16"	_____	1-1/2" MAX
	ø1/2 X 3" LAG BOLT	ø5/16"	_____	2-1/2" MAX
CONCRETE	ø3/8" X 2-1/8" WEDGE ANCH.	ø3/8" CARBIDE	_____	1-5/8" MIN
	ø1/2" X 2-3/4" WEDGE ANCH.	ø1/2" CARBIDE	_____	2-1/4" MIN
	ø5/8" X 3-1/2" WEDGE ANCH.	ø5/8" CARBIDE	_____	2-7/8" MIN
	ø1/2" X 3" EXP. SHIELD	ø3/4" CARBIDE	_____	3" MIN
STEEL		ø5/16"	3/8"-16UNC	_____
		ø27/64"	1/2"-13UNC	_____
	5/8" BOLT	ø17/32"	5/8"-11UNC	_____
MASONRY OR BRICK	ø1/2" X 2-1/4" SLEEVE ANCH. (ø3/8" BOLT)	ø1/2"	_____	2" MIN
	ø5/8" X 2-1/4" S (ø1/2" BOLT)	ø5/8"	_____	2" MIN
	(ø5/8" BOLT)	ø3/4"	_____	2" MIN



# GRILLE DOORS

## BARREL AND BRACKET ASSEMBLY

Inspect the barrel. Notice that one shaft is stationary, whereas the other rotates. The stationary shaft is called the drive shaft. The drive bracket is mounted either on your right hand or left hand when viewing the door per FIG. 16. Make sure that the arrow on the tension shaft agrees with the drive and tension bracket assemblies when viewed as follows:

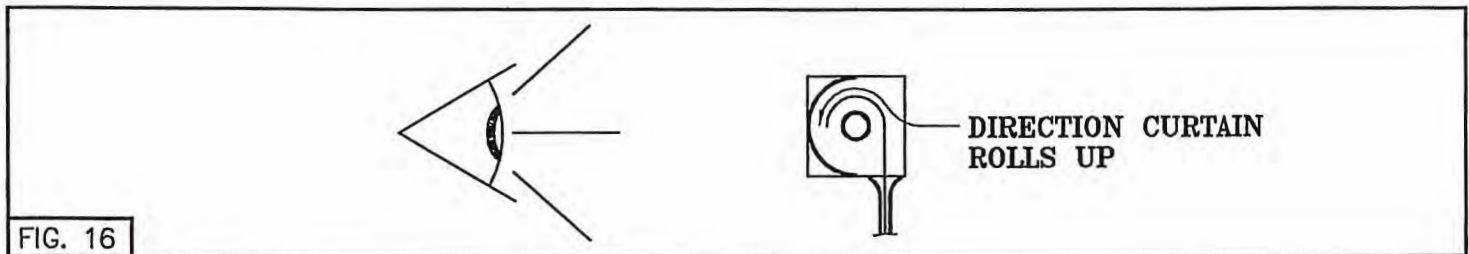


FIG. 16

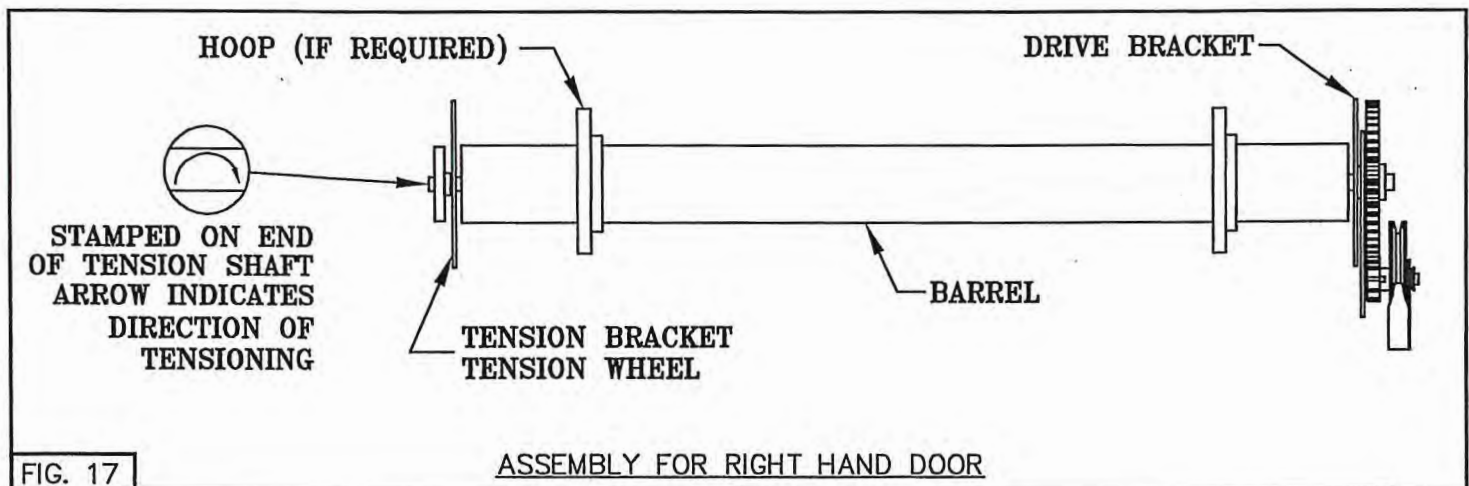


FIG. 17

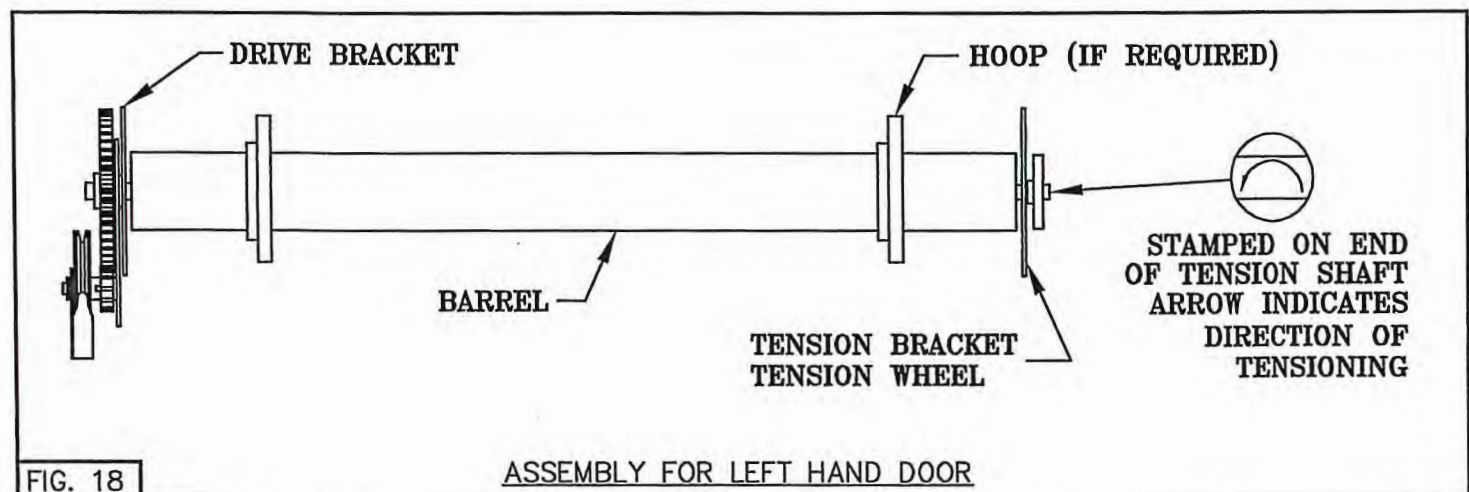


FIG. 18

NOTE: CHAIN OPERATED DRIVE BRACKET AND OUTSIDE TENSION WHEEL ARRANGEMENT SHOWN IN FIG. 17 AND FIG. 18 ARE SHOWN FOR CLARITY ONLY.

If the doors you have received are furnished with a tension wheel that mounts between the barrel and the inside face of the tension bracket, the tension wheel will be found wired to the tension bracket.

# GRILLE DOORS

## BARREL AND BRACKET MOUNTING

- 1.) After determining whether you have RH or LH drive, place the barrel on the floor below the opening in the position it takes when actually mounted. If you have hoops, mount them loosely on the barrel as shown in FIG. 19. If wire rings are furnished consult page 14.

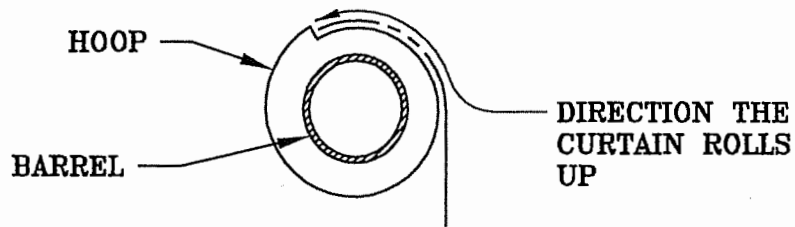


FIG. 19

- 2.) If you have an inside tension assembly, the tension wheel will be attached to the barrel as shown in FIG. 20.

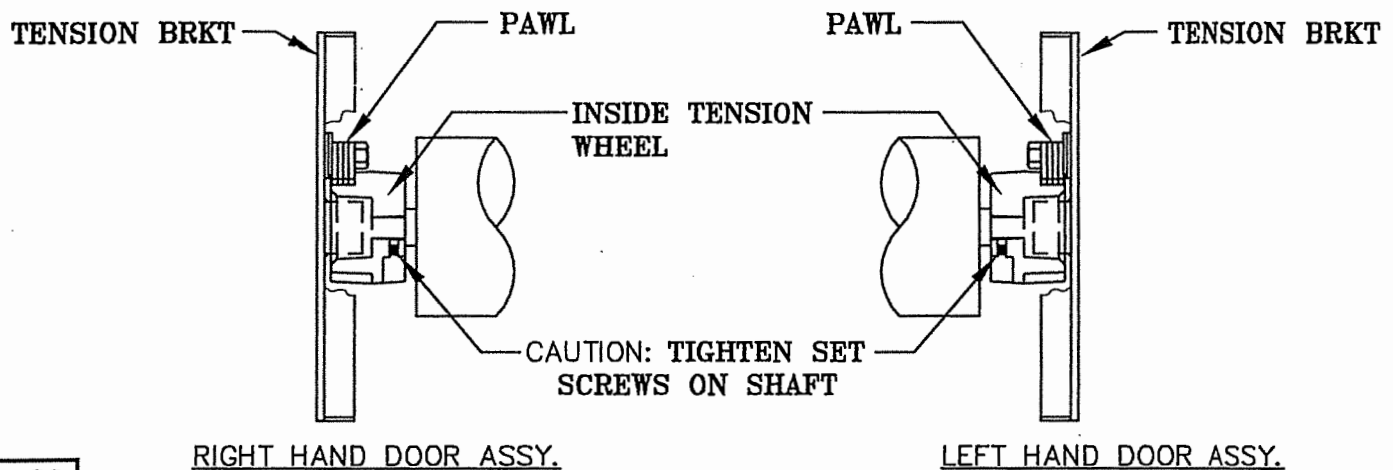


FIG. 20

- 3.) Slide the mounting brackets onto their respective ends of the barrel and raise the entire assembly into position at the head of the opening.
- 4.) Using the carriage bolts as shown in FIG. 21, bolt the brackets to the wall angle.

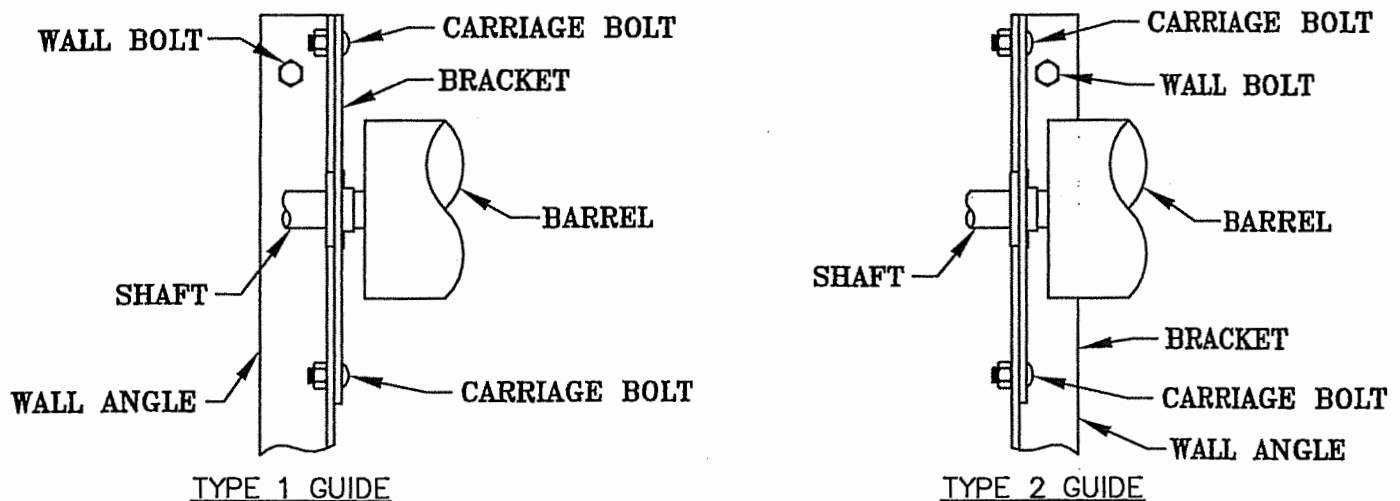


FIG. 21

- 5.) Center the barrel, with an equal distance from ends of pipe, to inside face of both brackets only if outside tension wheel is supplied.

# GRILLE DOORS

## BARREL AND BRACKET MOUNTING (CONT.)

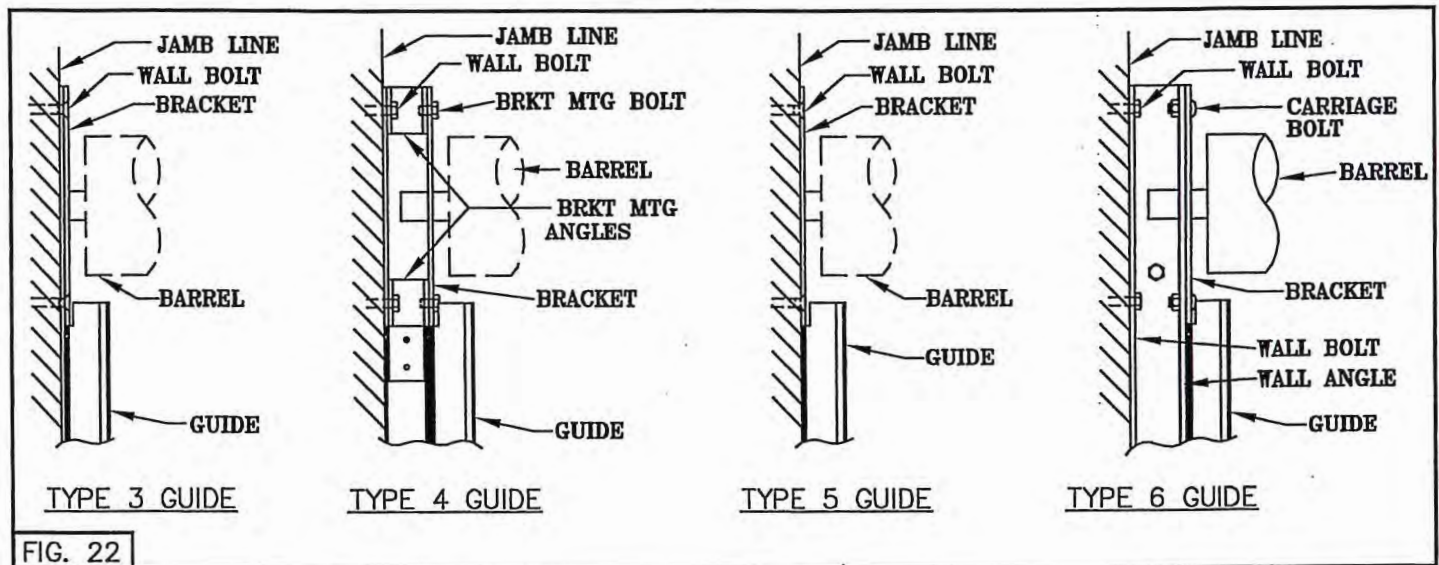


FIG. 22



**IMPORTANT**

USE BRACKET FASTENERS PROVIDED  
SEE TABLE 3 ON PAGE 10 FOR FASTENER SCHEDULE

### FOR TYPE 5 GUIDES W/SUPPORT TUBES

4A.) Using the mounting screws as shown in FIG. 23 attach the brackets to the support tubes.

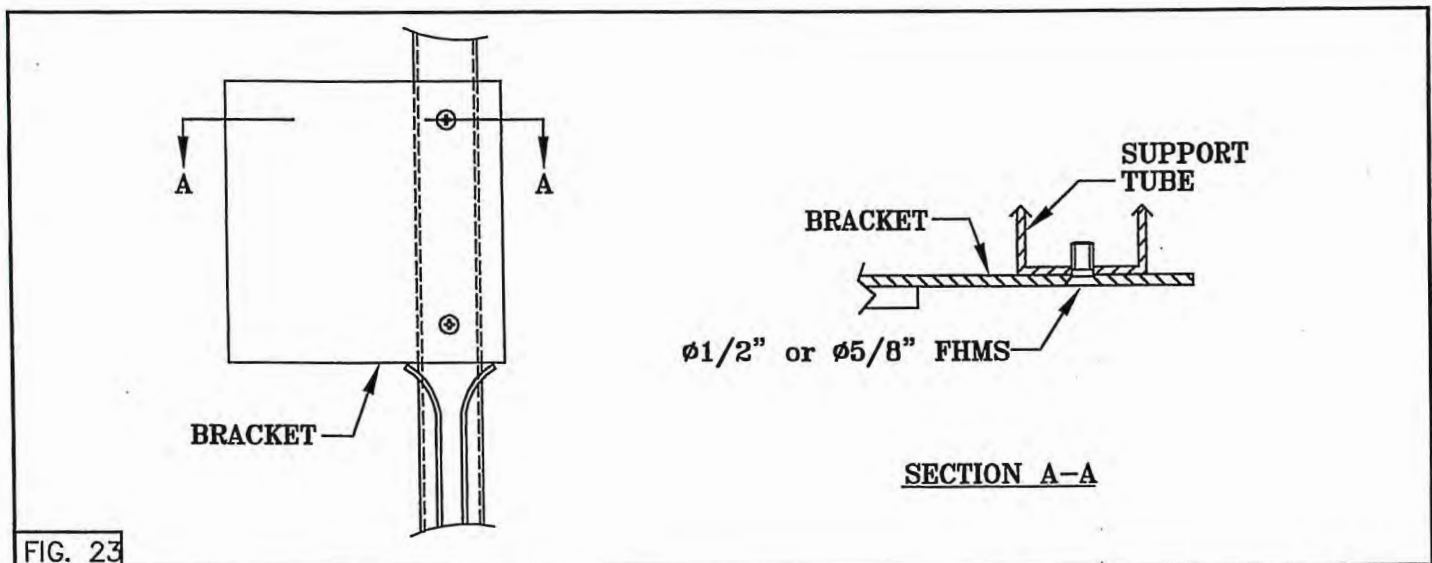
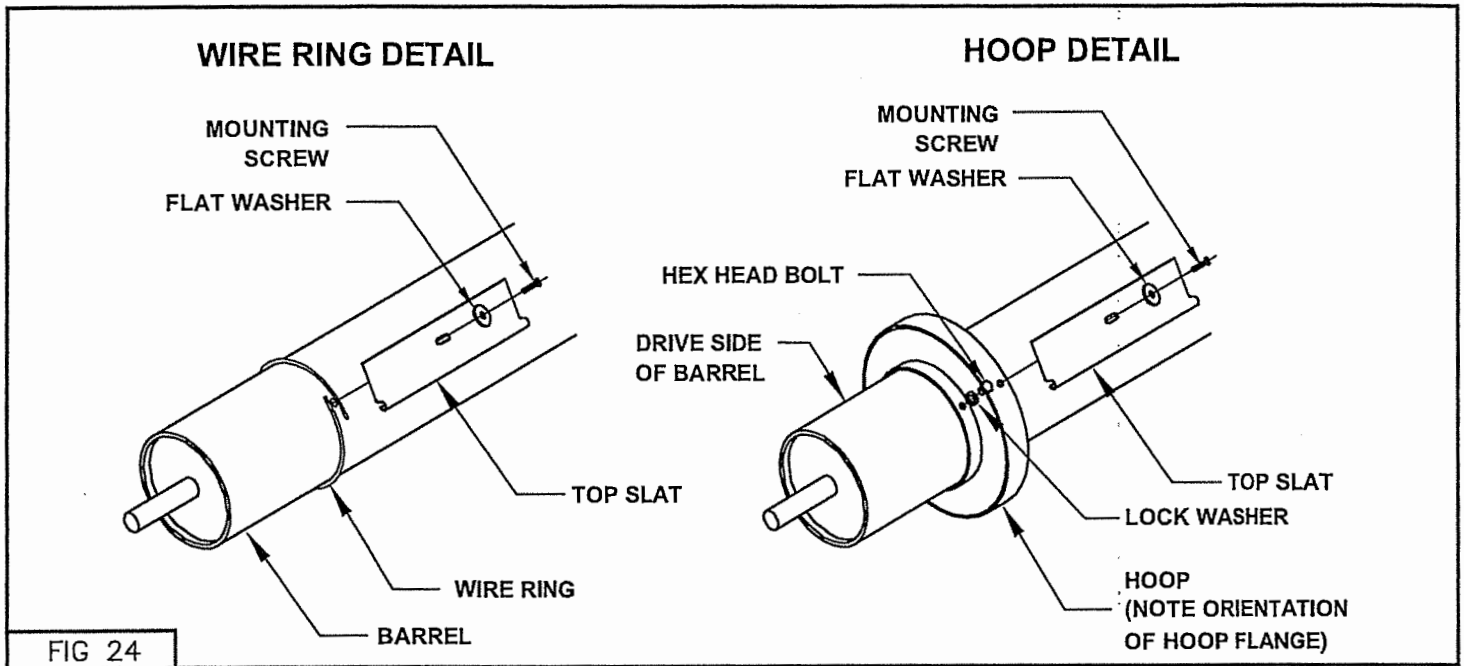


FIG. 23

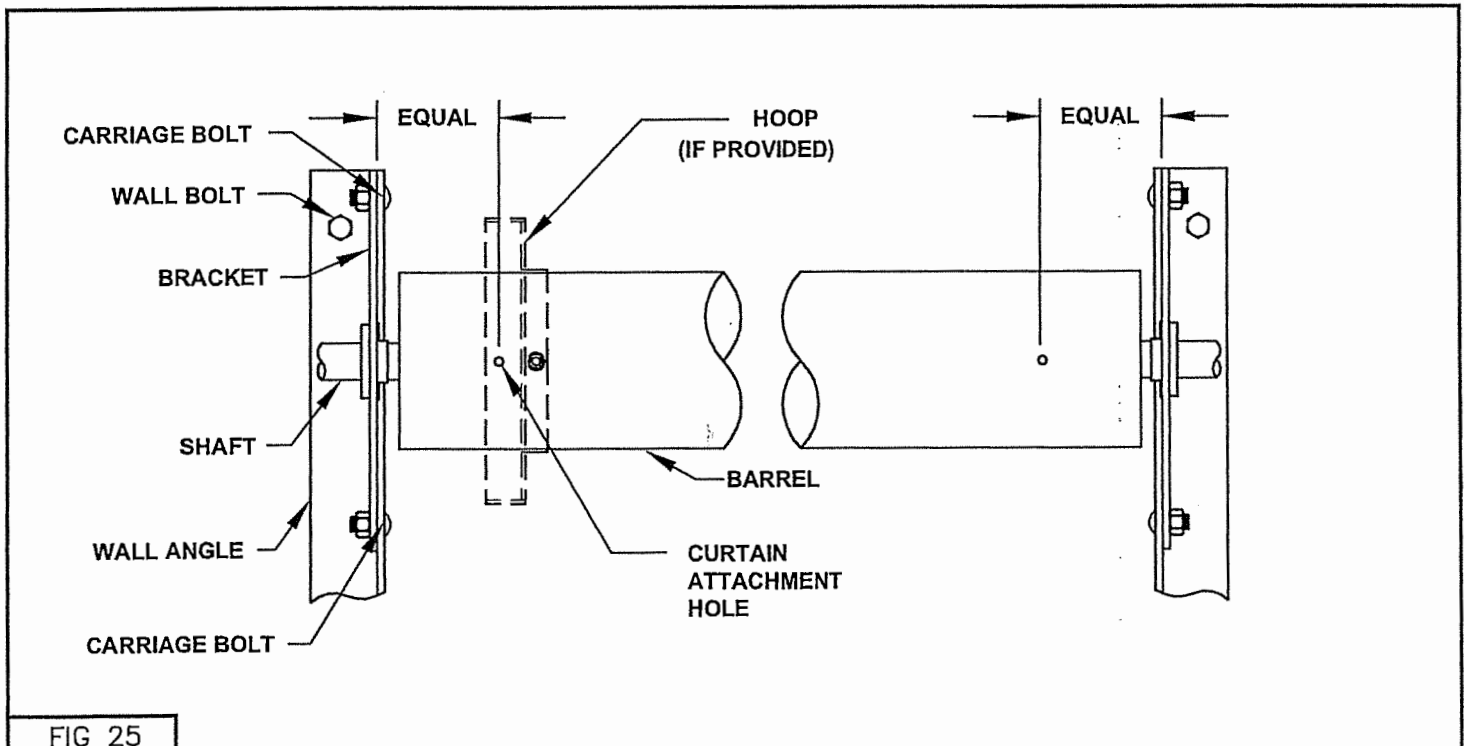
5A.) Center the barrel with an equal distance from the ends of the pipe to the inside face of both brackets.

## BARREL AND BRACKET ASSEMBLY

- 1.) Determine whether you have Right Hand (RH) or Left Hand (LH) drive, place the barrel below the opening in the position it takes when actually mounted. If you have hoops or wire rings consult FIG. 24.



- 2.) Slide the brackets onto their respective ends of the barrel and raise the entire assembly into position at the head of the opening.
- 3.) Using the carriage bolts as shown in FIG. 25, bolt the brackets to the wall angle.



- 4.) Position the barrel, with an equal distance from the first curtain attachment hole, to the inside face of both brackets. See FIG 25.

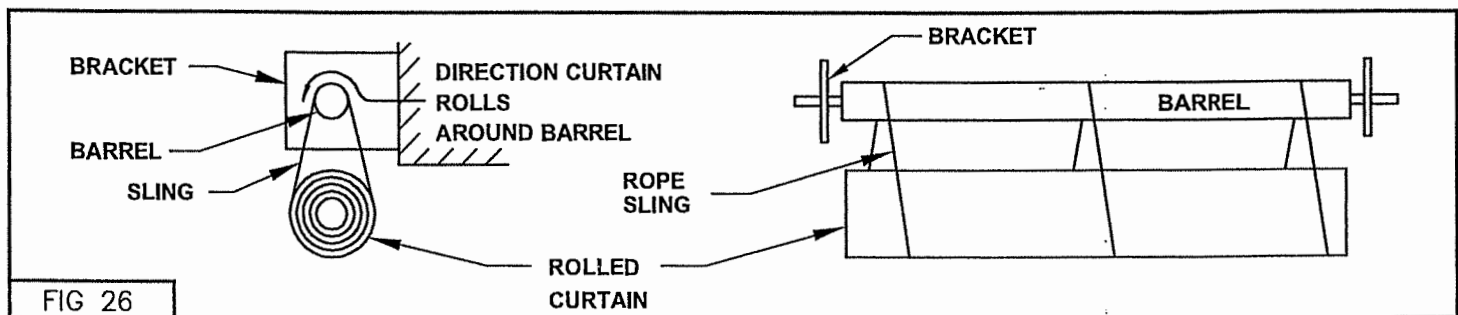


# GRILLE DOORS

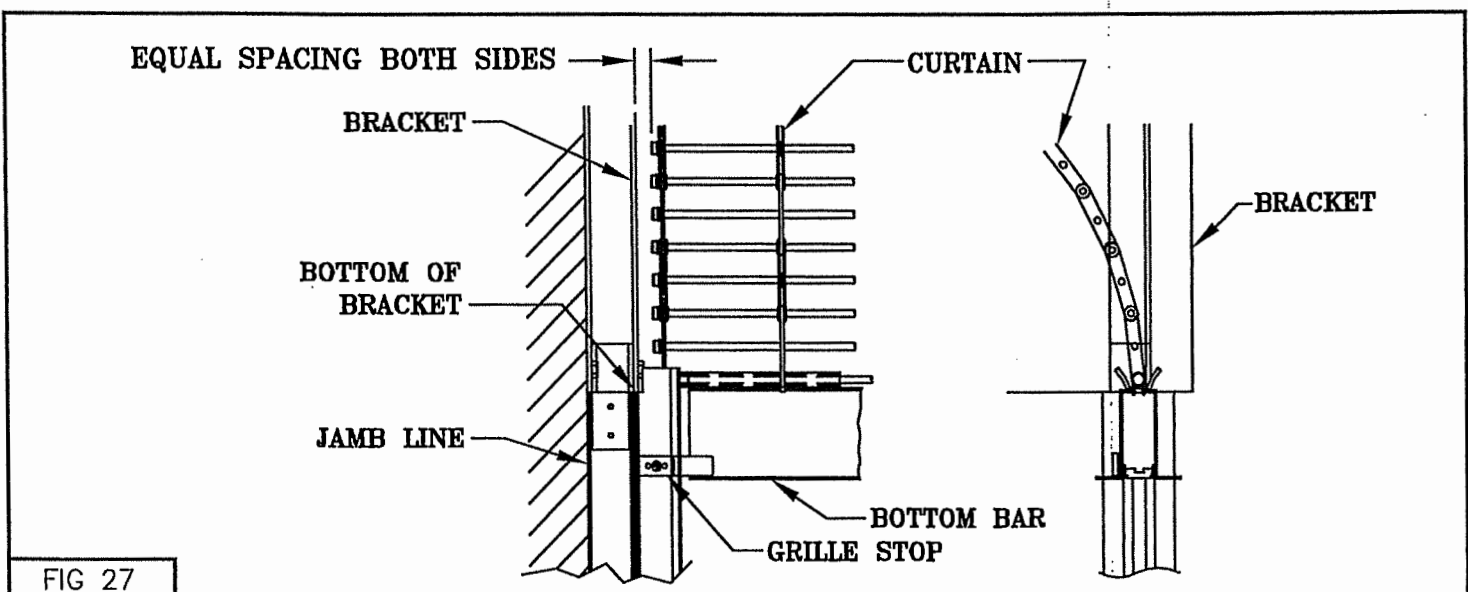
## CURTAIN ASSEMBLY INSTRUCTIONS

**IMPORTANT:** Be sure the tension shaft is free to rotate and that the tension wheel is not restrained such that it prevents rotation of the tension shaft. Do not install outside tension wheel at this time.

- 1) Place the rolled curtain below the Barrel Assembly. Make sure the curtain roll is in the direction the rolls around the barrel. Hoist the curtain approx. 3 Ft. below the barrel and suspend it there by means of two or more slings. Make sure the quantity and capacity of slings are sufficient to safely support the curtain without damaging the curtain.



- 2) Pull the top slat up around the barrel. This can be accomplished by clamping the top slat to the slings and rotating the barrel.
- 3) Attach top slat to barrel with provided fasteners. **IMPORTANT: BE SURE THE ENDS OF THE CURTAINS ARE EQUIDISTANT FROM THE INSIDE FACES OF THE BRACKETS.**
- 4) If your door has a means of manually operating, use it to roll the curtain onto the barrel.
- 5) If your door is the push up type, use a tensioning bar inserted into the tension wheel to rotate the barrel while rolling the curtain onto the barrel. Rotate the tension wheel in the same direction the barrel turns when the curtain coils onto it.
- 6) With the curtain completely rolled onto the barrel, feed the bottom bar into the guides and attach the stops as shown in FIG. 27.





## WARNING

# TENSIONING INSTRUCTIONS STANDARD TENSION WHEEL

**TENSION COMPONENTS UNDER EXTREME SPRING TENSION. CAN CAUSE SERIOUS INJURY OR DEATH. SERIOUS INJURY MAY BE INCURRED IF THE CURTAIN IS NOT FULLY COILED ON THE BARREL WHILE MAKING ADJUSTMENTS TO THE TENSION ASSEMBLY.**

- 1.) Raise the curtain to the full open position.
- 2.) Install tension wheel on to tension shaft.
- 3.) Rotate the tension wheel, by means of a bar inserted into the tension wheel. See installation information sheet for number of turns. Rotate in direction the curtain normally winds onto the barrel. See FIG 29.
- 4.) Lock the tension wheel to the bracket with the supplied bolt. The bolt can be found in the angle clip that is welded to the bracket.
- 5.) Test the door for operation. The balance should be such that the door remains stationary when at the top and bottom of the opening.

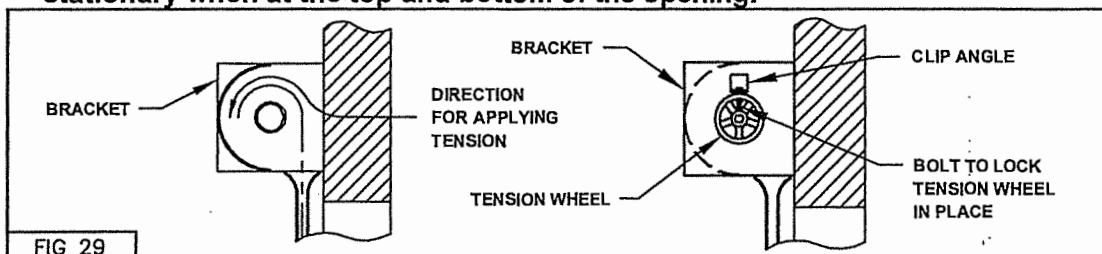


FIG 29

## TENSIONING FOR EMERGENCY EGRESS DEVICE

- 1) Tension door according to Standard Procedure above.
- 2) Install release handle per Motor Manufacturer Instructions.
- 3) Lower door to the closed position thru the motor. Pull emergency opening cable. Door should automatically raise to approximately 3 feet off the floor. If it does not reach this desired level, open the door completely and add tension (notch by notch) until it rises to 3 feet.
- 4) Now bring the door in full open position. Pull emergency opening cable. If door drops, open door completely and add tension (notch by notch). Retest per above instructions until door does not drop.
- 5) Now, retest the auto rise function. Lower door to the closed position thru the motor. Pull emergency opening cable. Door should now rise to an acceptable height to permit emergency egress.

## TENSIONING INSTRUCTIONS FOR DOORS WITH INSIDE TENSION WHEEL

- 1.) For doors with an inside tension wheel, LOWER the curtain all the way down until access to the tension wheel is available. Engage a bar into one of the slots in the tension wheel and rotate it in the direction shown in FIG. 30. SEE INSTALLATION INFORMATION SHEET FOR THE NUMBER OF TURNS NEEDED.

**CAUTION: DO NOT REMOVE THE TENSIONING BAR UNLESS THE PAWL IS ENGAGED FULLY IN THE TENSION WHEEL DOGS.**

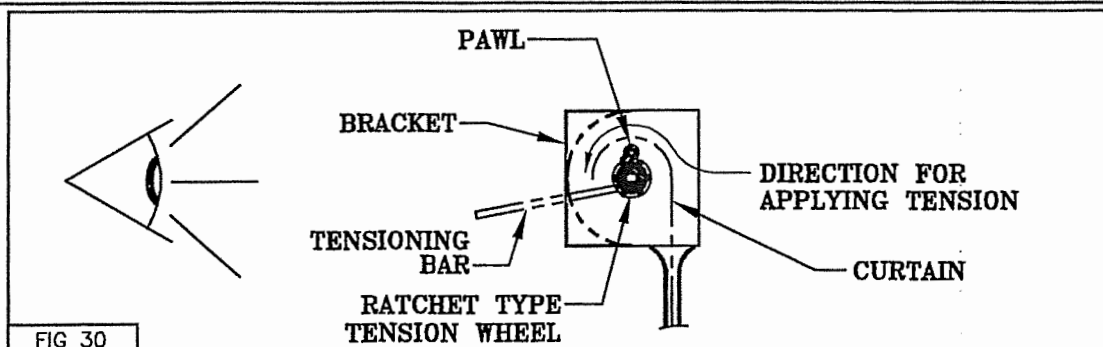


FIG 30

- 2.) Test the door for operation. The balance should be such that the door remains stationary when at the top of the opening.

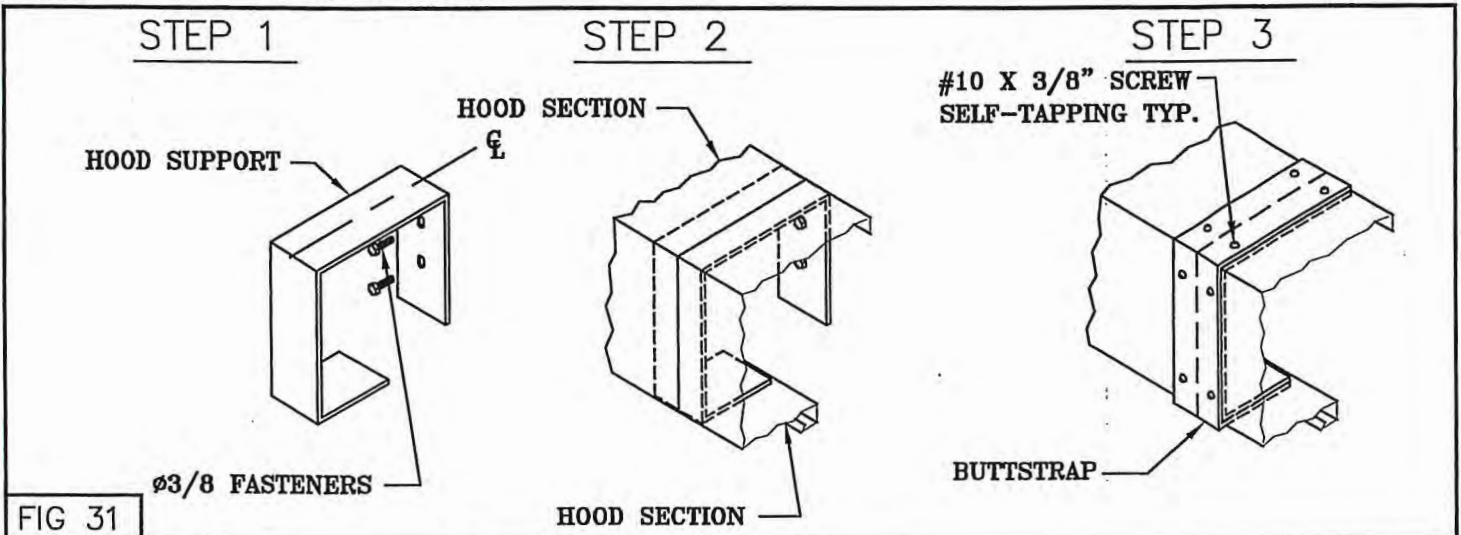
# GRILLE DOORS

## HOOD INSTALLATION - SQUARE HOOD

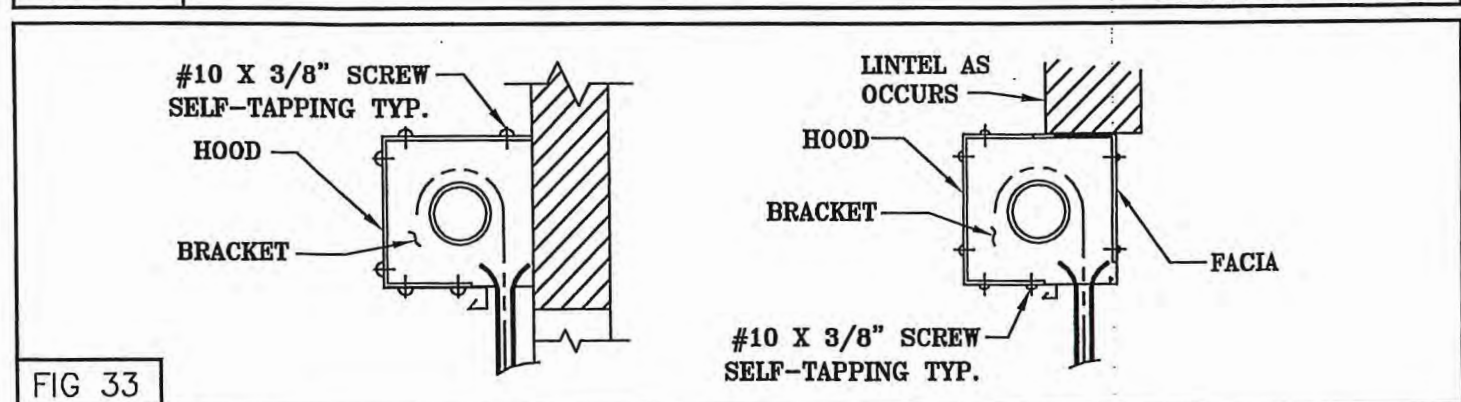
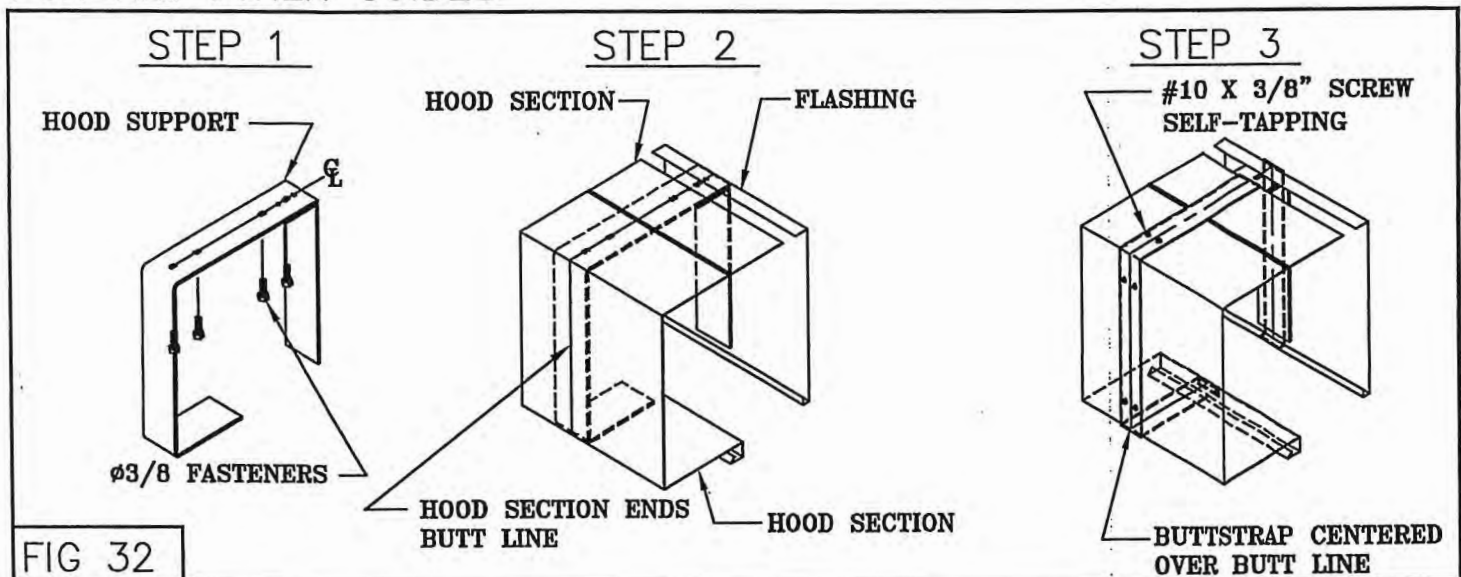
Note: Follow steps 1 thru 3 in Fig. 31 & 32 only if hood support is required.

- 1.) Locate the center line(s) of the hood support(s) and mount to the lintel using  $\phi 3/8$ " bolts.
- 2.) Place the hood section(s) over the hood support(s). If the hood has more than one section, butt the ends of the sections together and center them on the supports.
- 3.) Place the buttstrap(s) over the hood. Drill  $\phi .157$  holes through the butt strap, hood, and support. Fasten the three together with the #10 pan head self-tapping machine screws provided.

FOR TYPE I & II GUIDES



FOR ALL OTHER GUIDES



# HAND CHAIN OPERATOR INSTALLATION

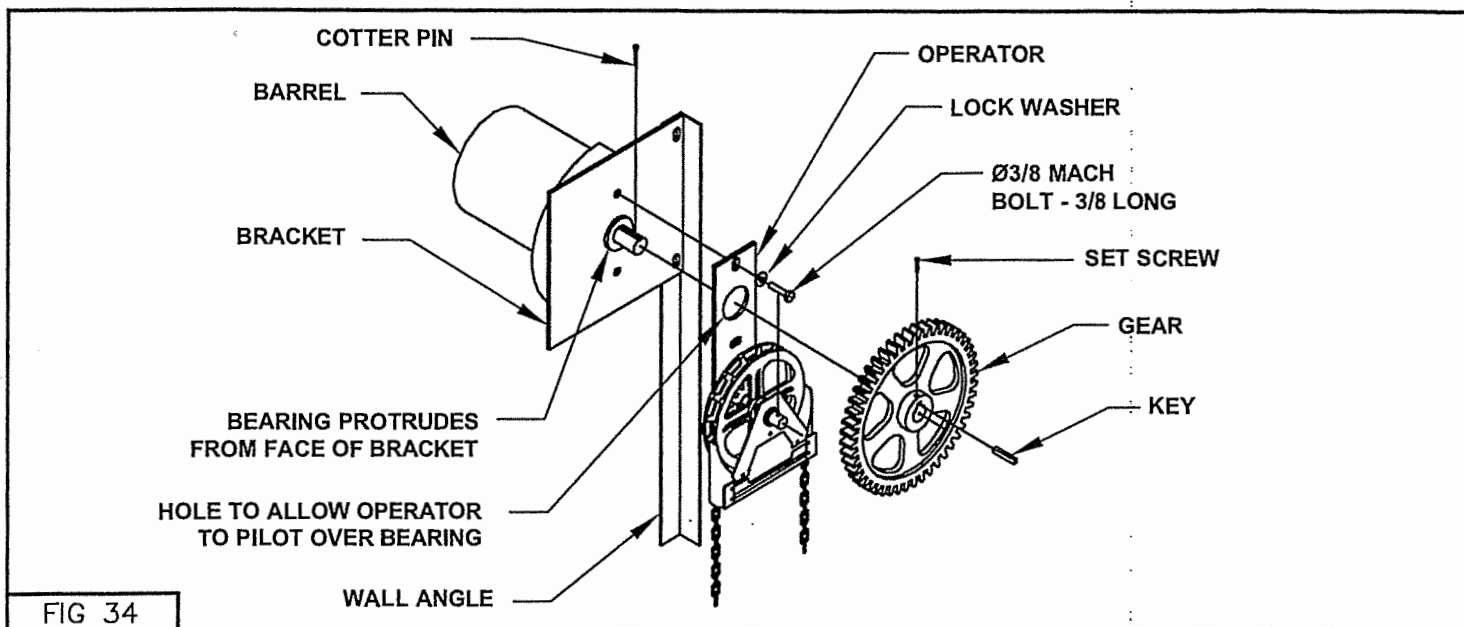


FIG 34

1. Raise brackets and barrel into position and bolt brackets to wall angle.
2. Bolt operator to bracket.
3. Insert key in keyway and tighten set screw.

**NOTE:** Right hand operator shown.  
Left hand operator opposite as shown.

**DOORS WITH SINGLE GEAR SYSTEM:** Preposition gear to mesh with 3" pinion before installing operator on bracket.

**DOORS WITH DOUBLE GEAR SYSTEM:** Remove all gears from operator, install operator on bracket, then reinstall gears.

## CRANK GEARBOX ASSY - WORM GEAR TYPE

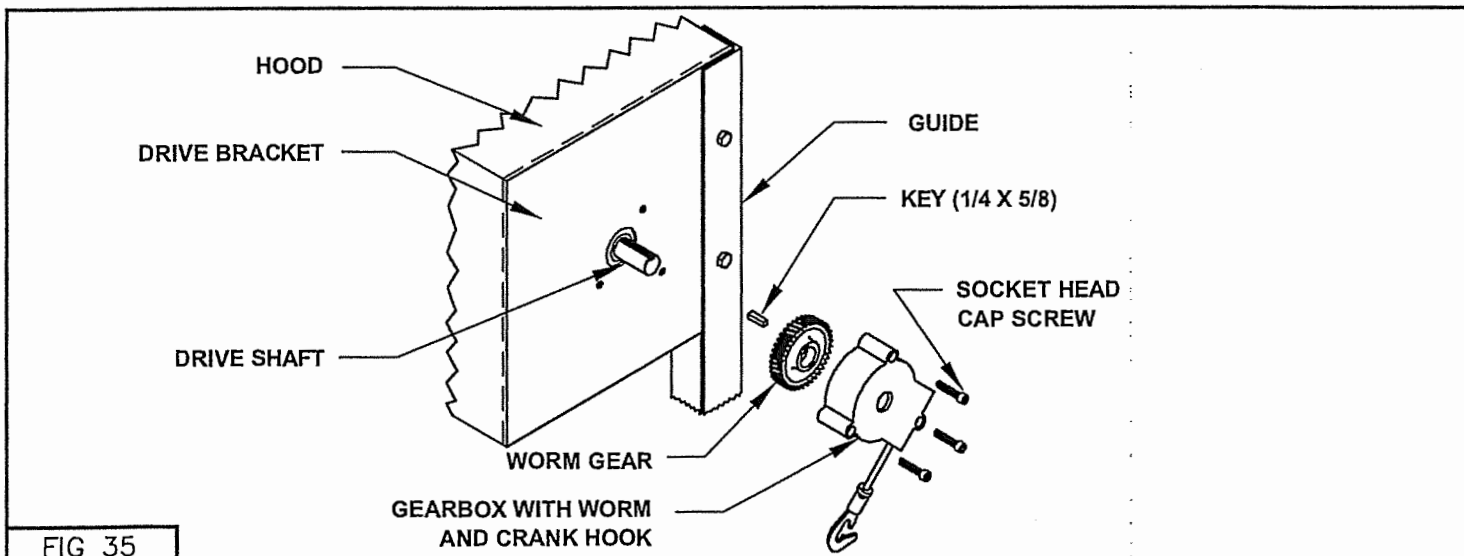


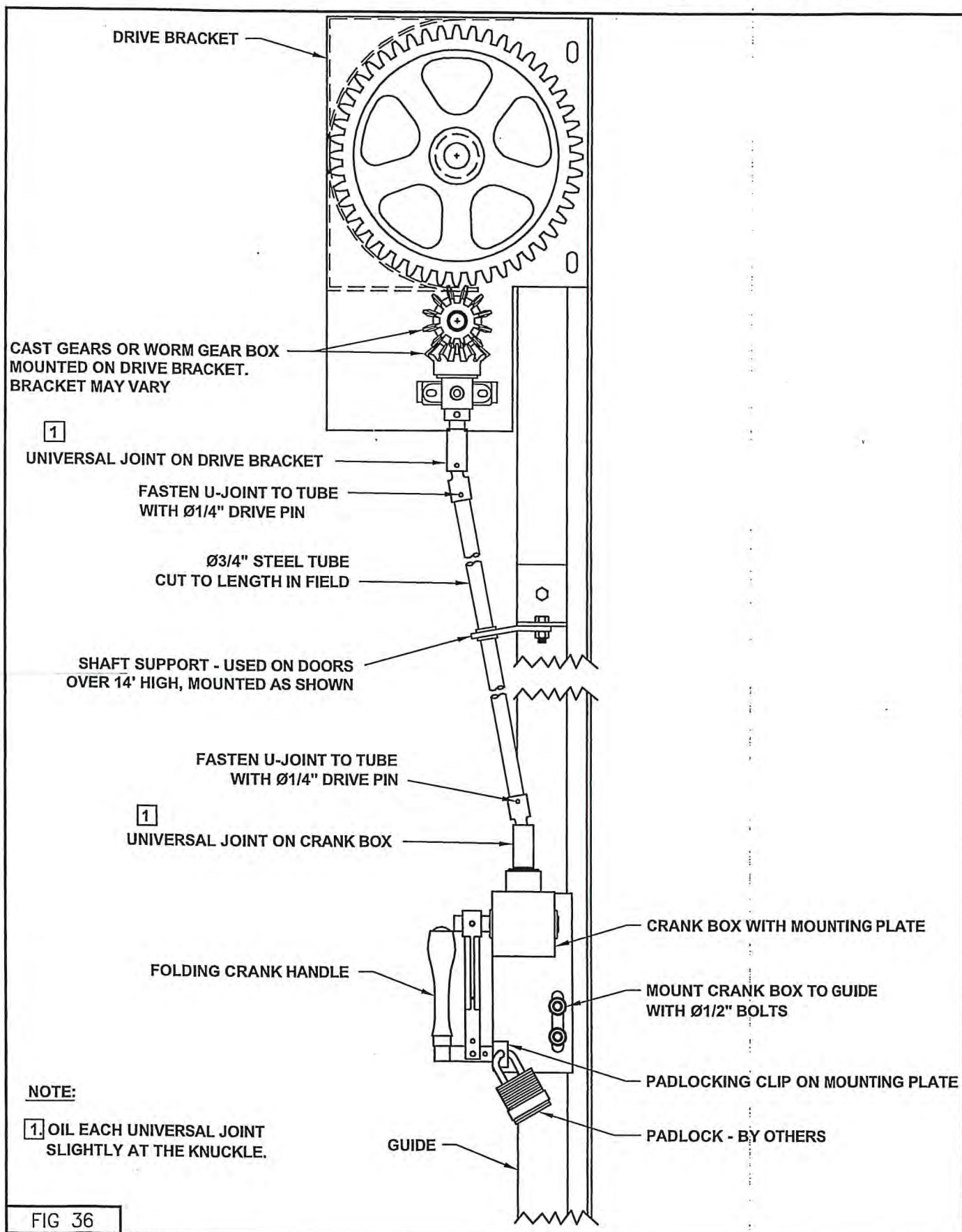
FIG 35

**NOTE:**

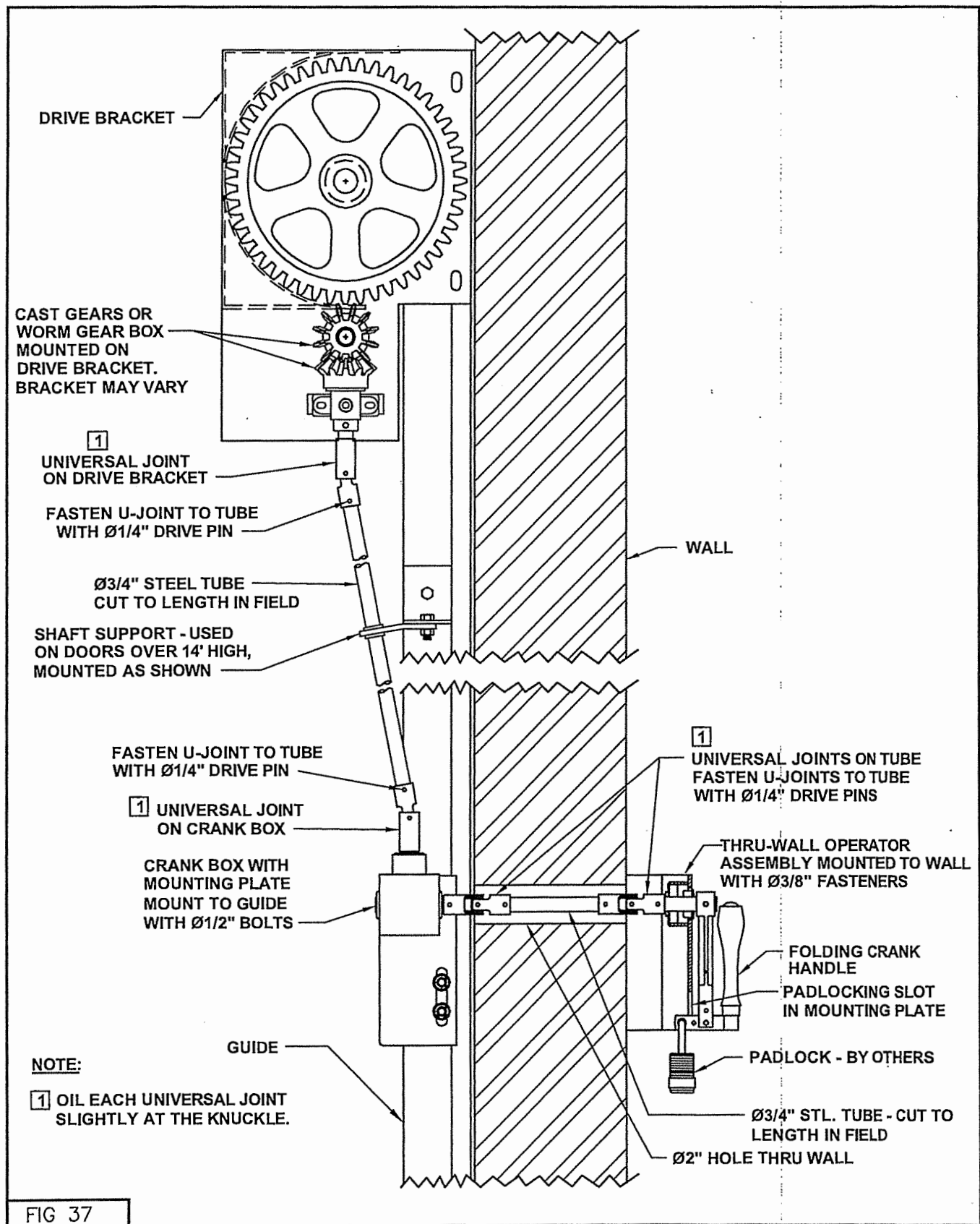
1. Worm wheel and gearbox are shipped mounted to bracket.
2. Unbolt gearbox and assemble over drive shaft as shown above.
3. On between jamb doors, this is usually easiest done prior to assembling brackets to guides.



# SD/FD/GRILLE GUIDE MOUNTED CRANK OPERATED INSTALLATION INSTRUCTION



# SD/FD/GRILLE GUIDE MOUNTED THRU-WALL CRANK OPERATED INSTALLATION INSTRUCTION



# THRU-WALL CHAIN OPERATED ASSEMBLY

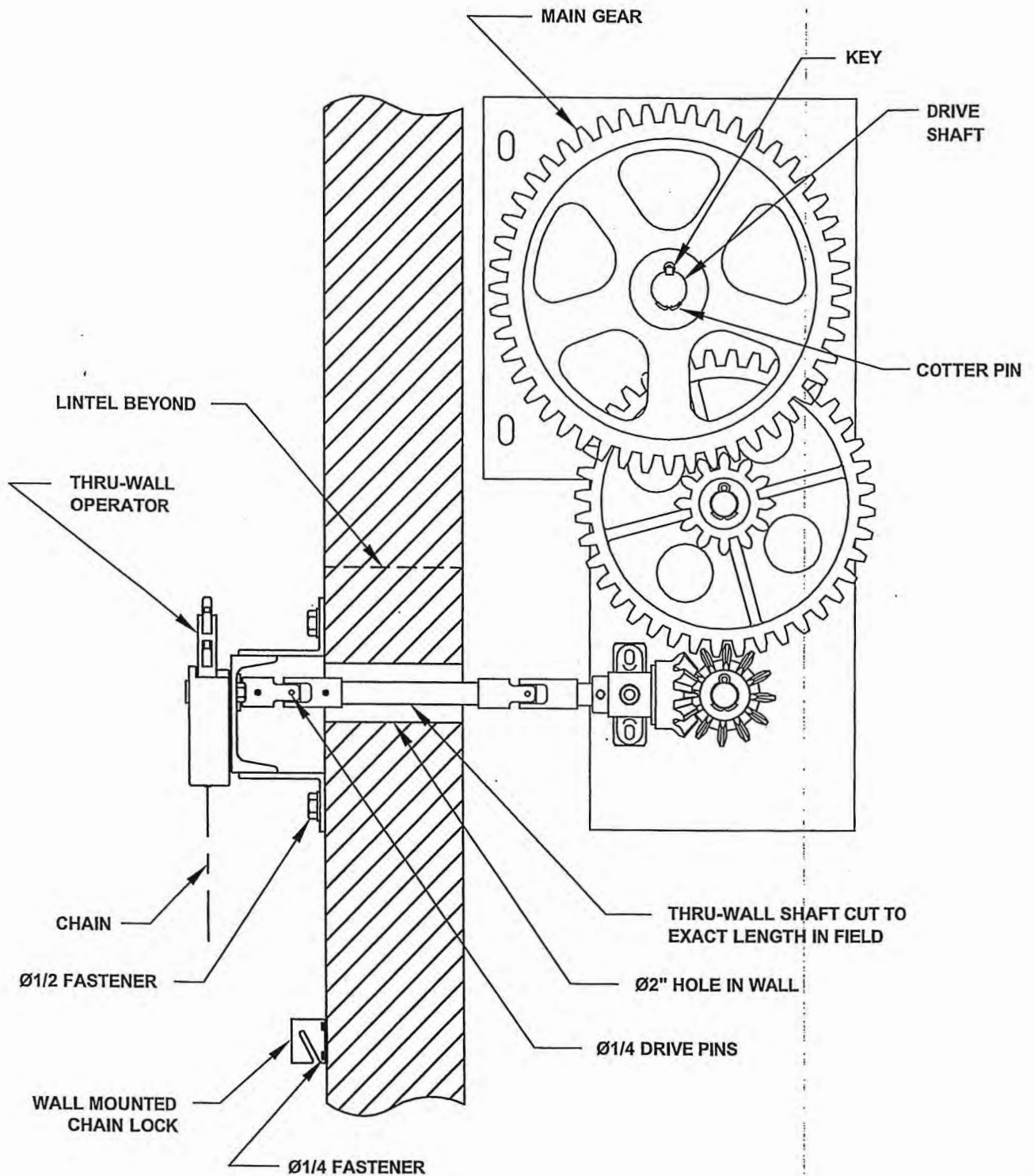
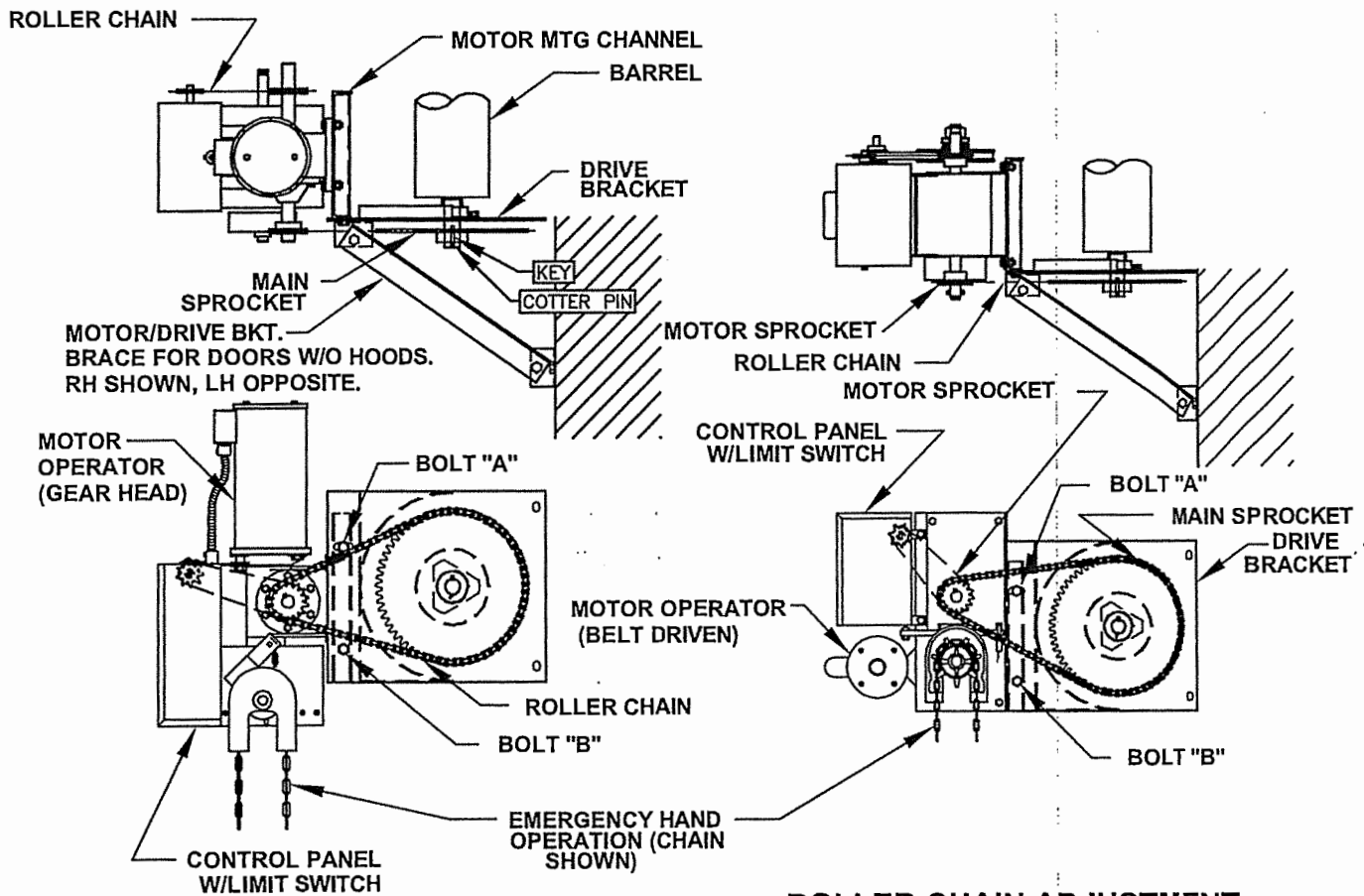


FIG 38

# VERTICALLY MOUNTED MOTOR OPERATOR

RIGHT HAND IS SHOWN - LEFT HAND IS OPPOSITE



## ROLLER CHAIN ADJUSTMENT

1. LOOSEN BOLT "A".
2. TIGHTEN CHAIN BY PIVOTING MOTOR MTG. CHANNEL ABOUT BOLT "B".
3. RETIGHTEN BOLT "A".

**CAUTION: DOORS INSTALLED WITHOUT HOODS MUST HAVE MOTOR/BKT. BRACE INSTALLED TO AVOID FLEXING OF BRACKET AND POSSIBLE INJURY.**

1) AFTER DOOR IS INSTALLED AND BRACKET PLATES ARE PERPENDICULAR TO WALL, ATTACH MOTOR/BKT BRACE TO BRACKET AND WALL AS SHOWN.

2) MAKE SURE THAT BOLTS ARE TIGHT AND BRACKET PLATE IS PERPENDICULAR TO WALL.

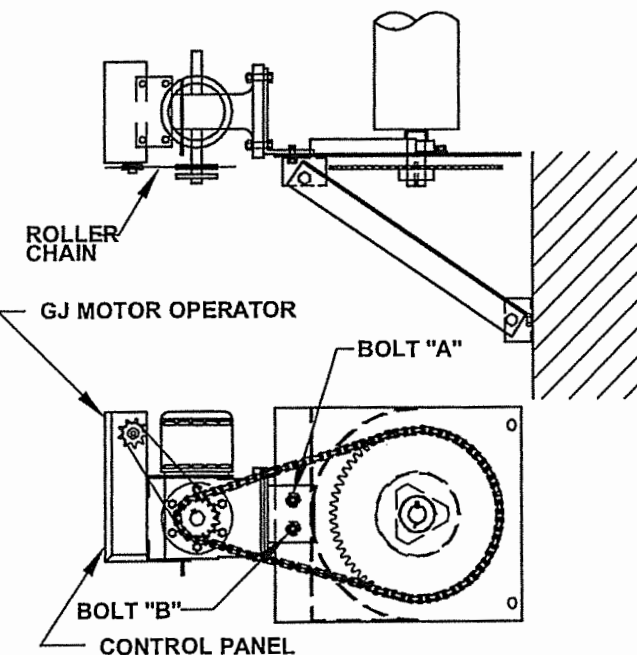
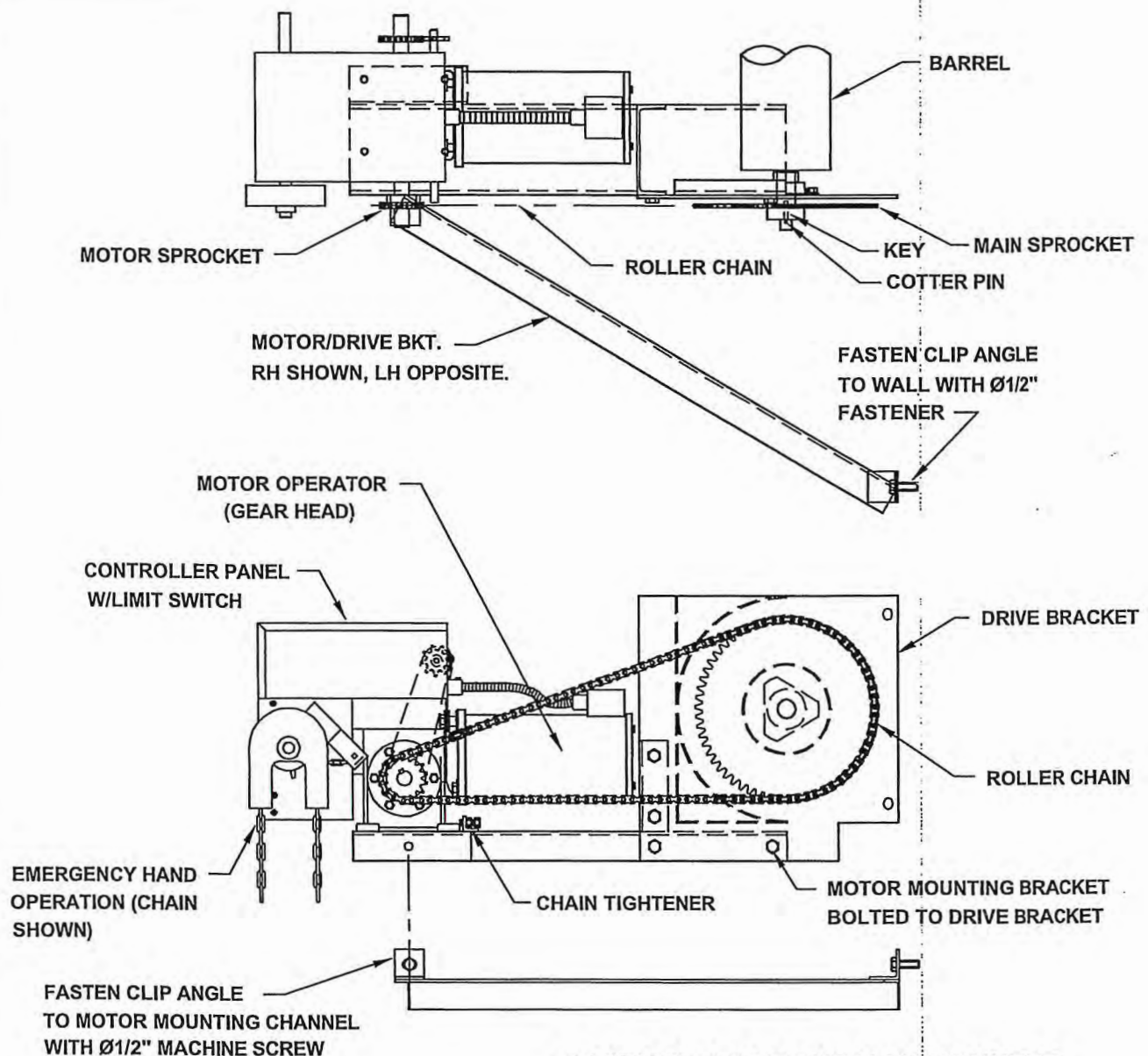


FIG 39



# HORIZONTALLY MOUNTED GH MOTOR OPERATOR



**CAUTION: HORIZONTALLY MOUNTED MOTORS MUST HAVE MOTOR/BKT. BRACE INSTALLED TO AVOID FLEXING OF BRACKET AND POSSIBLE INJURY.**

**1) AFTER DOOR IS INSTALLED AND BRACKET PLATES ARE PERPENDICULAR TO WALL, ATTACH MOTOR/BKT BRACE TO BRACKET AND WALL AS SHOWN.**

**2) MAKE SURE THAT BOLTS ARE TIGHT AND BRACKET PLATE IS PERPENDICULAR TO WALL.**

FIG 40

# SIDE MOUNT/WALL MOUNT GH MOTOR OPERATOR

**CAUTION: DOORS INSTALLED WITHOUT HOODS MUST HAVE MOTOR/BRK. BRACE INSTALLED TO AVOID FLEXING OF BRACKET AND POSSIBLE INJURY.**

**1) AFTER DOOR IS INSTALLED AND BRACKET PLATES ARE PERPENDICULAR TO WALL, ATTACH MOTOR/BKT BRACE TO BRACKET AND WALL AS SHOWN.**

**2) MAKE SURE THAT BOLTS ARE TIGHT AND BRACKET PLATE IS PERPENDICULAR TO WALL.**

**WALL MOUNTED GH OPERATOR**

**SIDE MOUNTED GH OPERATOR**

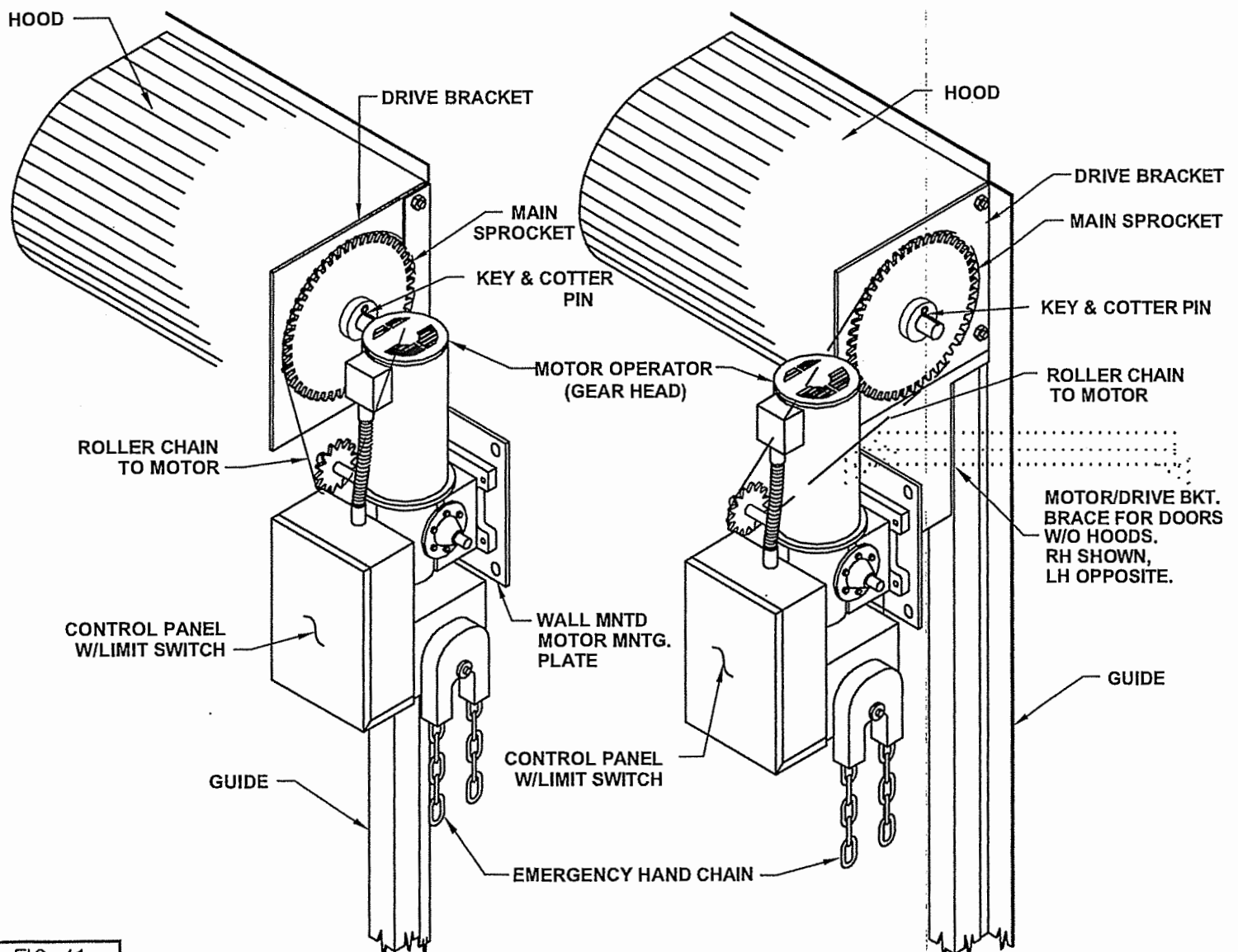


FIG 41

# THRU WALL GH MOTOR OPERATOR

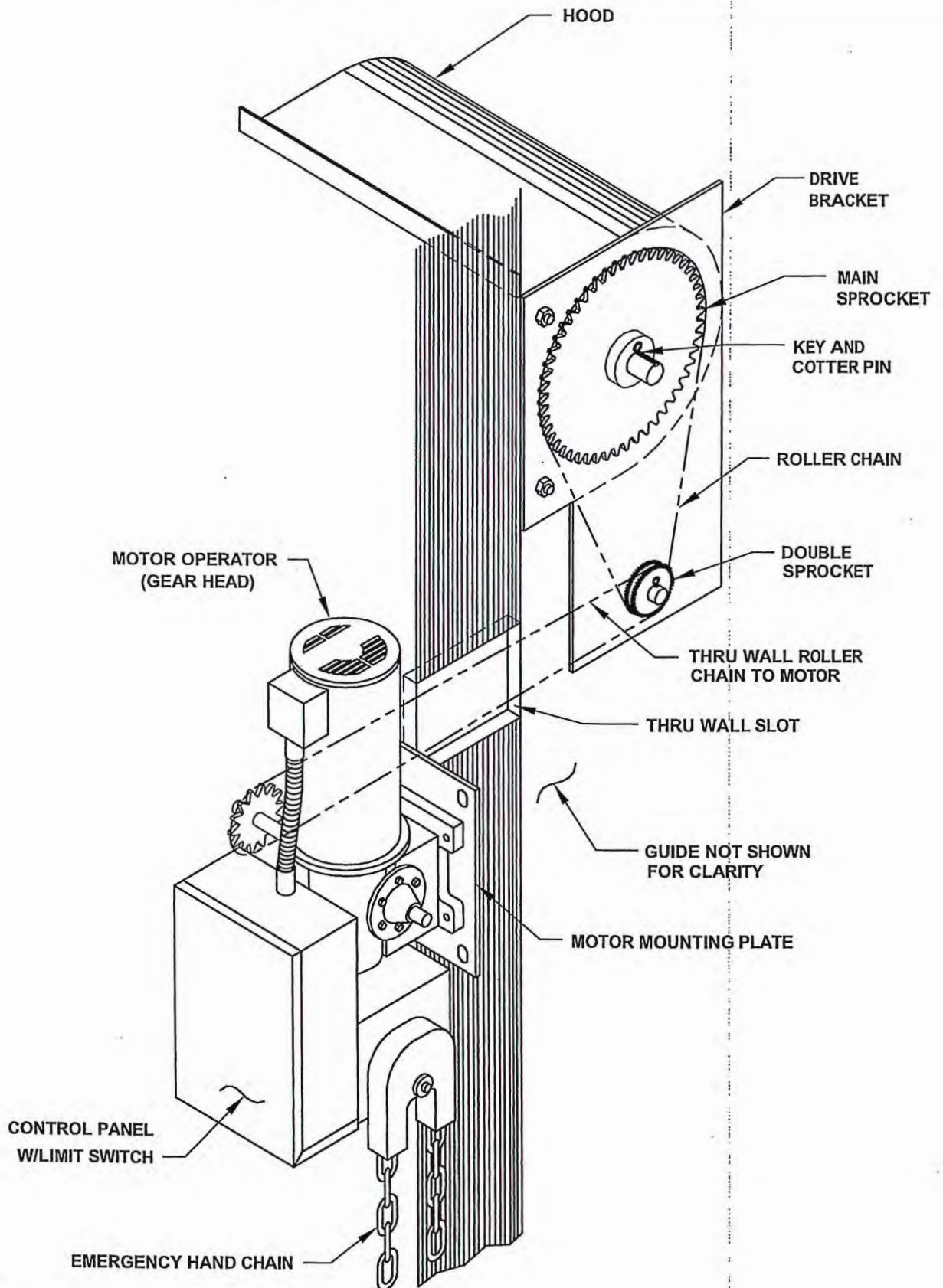
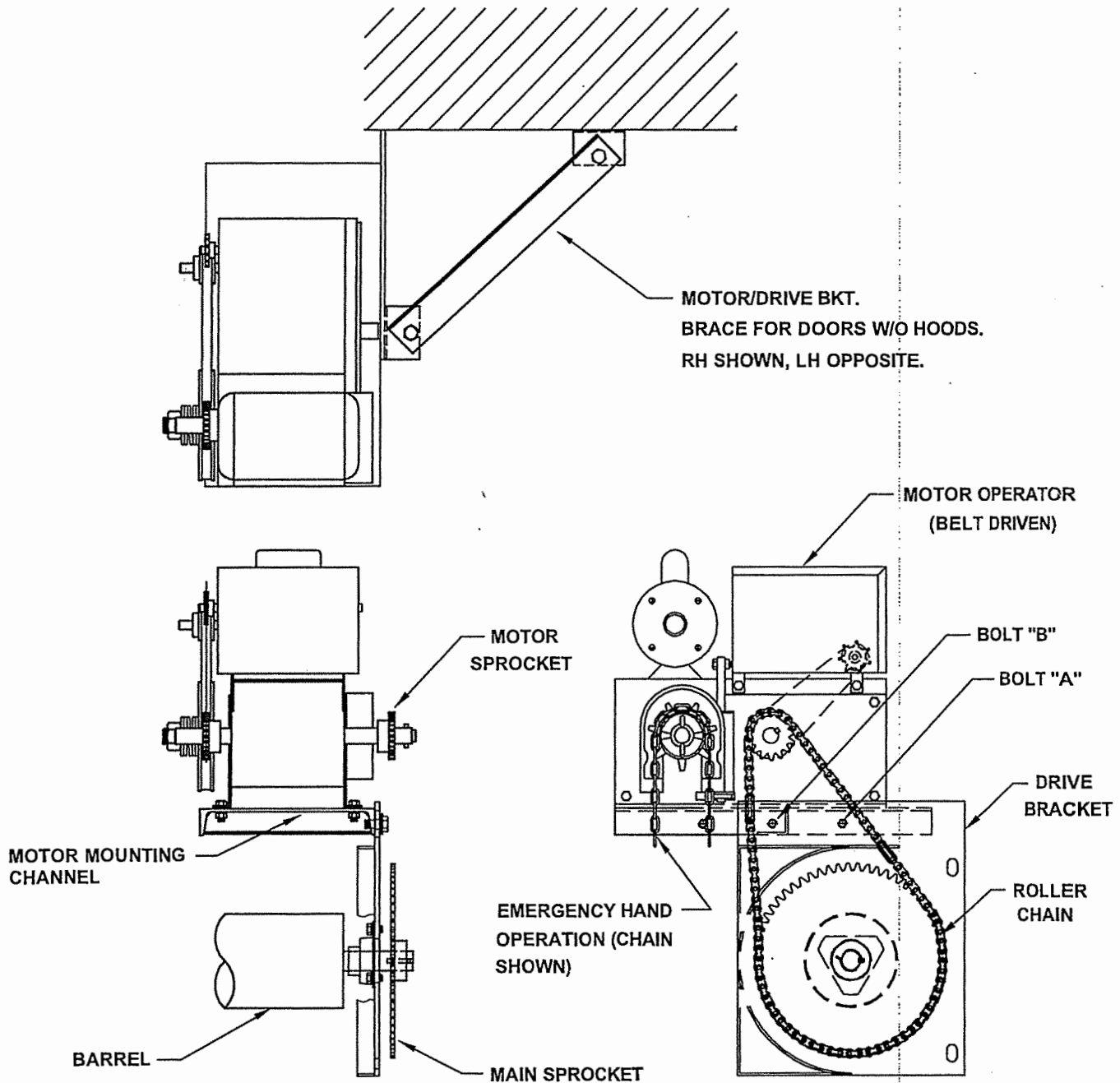


FIG 42

# BELT DRIVE MOTOR BRACKET ASSY- TOP MOUNT



**RIGHT HAND SHOWN - LEFT HAND IS OPPOSITE**

**CAUTION: DOORS INSTALLED WITHOUT HOODS MUST HAVE MOTOR/BKT. BRACE INSTALLED TO AVOID FLEXING OF BRACKET AND POSSIBLE INJURY.**

## ROLLER CHAIN ADJUSTMENT

1. LOOSEN BOLT "A".
2. TIGHTEN CHAIN BY PIVOTING MOTOR MTG. CHANNEL ABOUT BOLT "B".
3. RETIGHTEN BOLT "A".

1) AFTER DOOR IS INSTALLED AND BRACKET PLATES ARE PERPENDICULAR TO WALL, ATTACH MOTOR/BKT BRACE TO BRACKET AND WALL AS SHOWN.

2) MAKE SURE THAT BOLTS ARE TIGHT AND BRACKET PLATE IS PERPENDICULAR TO WALL.

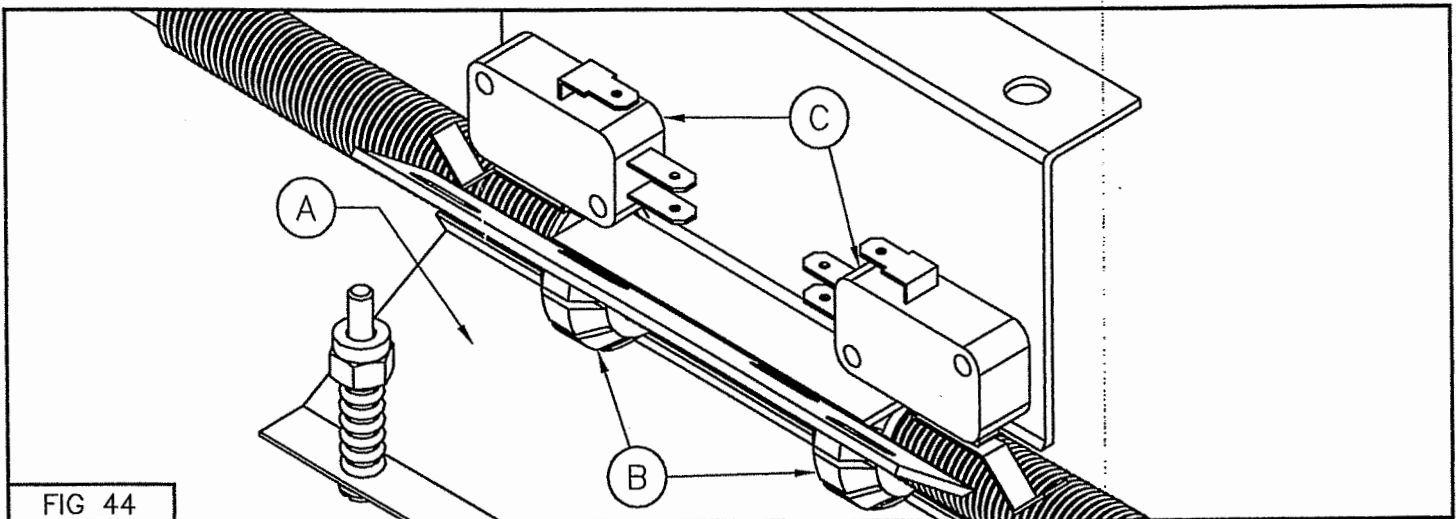
FIG 43



# INSTRUCTIONS FOR SETTING ROTARY LIMIT SWITCH

**CAUTION: ONLY ADJUST THE ROTARY LIMIT SWITCH WITH THE POWER "OFF".  
ONLY TRAINED PERSONNEL SHOULD SET OR ADJUST THE LIMIT SWITCH.**

- 1) Using the manual operator, lower or raise the curtain to the midpoint of the opening.
- 2) Open the limit switch box and identify all parts. (A) DETENT PLATE (B) CAM NUT (C) BASIC SWITCHES
- 3) Depress the spring loaded detent plate and rotate each cam nut approximately 1/8" from the basic switches as shown below.



- 4) Apply power to the motor and test the operation of the door. As the door is opening the "open" cam nut should be traveling towards the "open" basic switch. As the door is closing the "close" cam nut should be traveling towards the "close" basic switch. The cam nuts are designed to activate the basic switches and terminate the travel of the door.
- 5) **IMPORTANT:** Check that the motor is correctly wired in regards to rotation and direction. Operate the open and close functions. If the mode of operation is incorrect (when the "open" functions of the control station makes the door close or the "close" functions of the control station makes the door open) or the rotation direction of the cam nut is incorrect (cam nut travels toward the "open" basic switch when closing and the "close" basic switch when opening) discontinue operation of the door and check the wiring. All wiring must be correct before proceeding.
- 6) Once the correct rotation and orientation of the control functions and basic switches has been determined, proceed with the finalized setting of the rotary limit switch.
- 7) Turn power off. With the manual operator lower the door to the fully closed position. Rotate the "close" cam nut toward the "close" basic switch until the switch clicks. The "close" basic switch is now set. Raise the door to the fully open position. Rotate the "open" cam nut toward the "open" basic switch until the switch clicks. The open basic switch is now set.
- 8) Make sure that the detent plate is fully engaged in the slots of each cam nut, replace the cover on the limit switch and apply power to the motor operator to test the operation of the door. If further fine tuning adjustments are required make sure that the power is off before adjustments are made.

# SAFETY EDGE COIL CORD/ CORD REEL INSTALLATION INSIDE DOOR WITH MOTOR MOUNTED CONTROLLER

## COIL CORD INSTALLATION INSTRUCTIONS:

1. LOCATE CONTROL PANEL KNOCK OUT CLOSEST TO DOOR OPENING & IN LINE WITH MALE CONNECTOR,
2. LOCATE COIL CORD/CORD REEL AS NOT TO INTERFERE WITH ROLLER CHAIN.
3. INSTALL ELBOW (AS SHOWN).
4. WIRE TO TERMINALS AS INDICATED ON WIRING DIAGRAM.
5. CONNECT TWIST LOCK PLUG (WIRE FEMALE TO COIL CORD/CORD REEL IF SHIPPED LOOSE).
6. TEST REVERSING BOTTOM BAR FOR CORRECT OPERATION.
7. ADJUST FEATHEREDGE SWITCH AS REQ'D. (SEE INSTRUCTIONS ON PAGE 31)

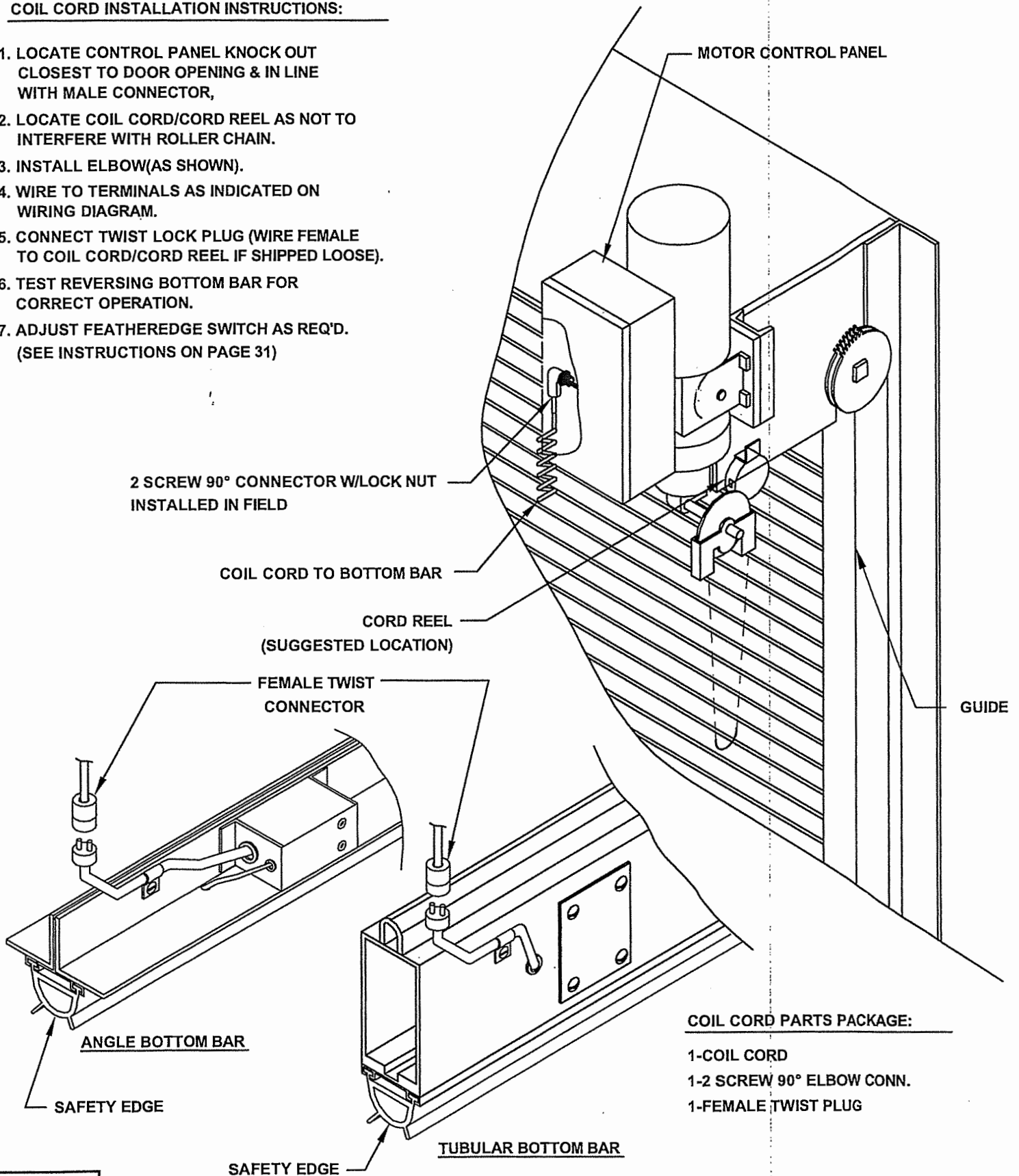


FIG 45

# SAFETY EDGE COIL CORD/ CORD REEL INSTALLATION OUTSIDE AND ABOVE MOUNTED DOORS

COIL CORD OPTION:  
2 X 4 CONDUIT BOX

CORD REEL OPTION:  
CONDUIT BOX W/2 PRG  
OUTLET TO BE SUPPLIED  
BY OTHERS.

## COIL CORD/CORD REEL INSTALLATION:

1. FASTEN CONDUIT BOX W/MTG PLATE TO WALL AS SHOWN USING Ø1/4 FASTENERS.
2. INSTALL 2 SCREW 90° ELBOW AS SHOWN IF USING COIL CORD.
3. WIRE COIL CORD/CORD REEL AS INDICATED ON WIRING DIAGRAM.
4. CONNECT TWIST LOCK PLUG (WIRE FEMALE TO COIL CORD/CORD REEL IF SHIPPED LOOSE).
5. TEST REVERSING BOTTOM BAR FOR CORRECT OPERATION.
6. ADJUST FEATHEREDGE SWITCH AS REQ'D (SEE INST. ON PAGE 31)

## COIL CORD PARTS PACKAGE:

- 1 - COIL CORD
- 2 - 2 SCREW 90° ELBOW
- 3 - FEMALE TWIST LOCK PLUG

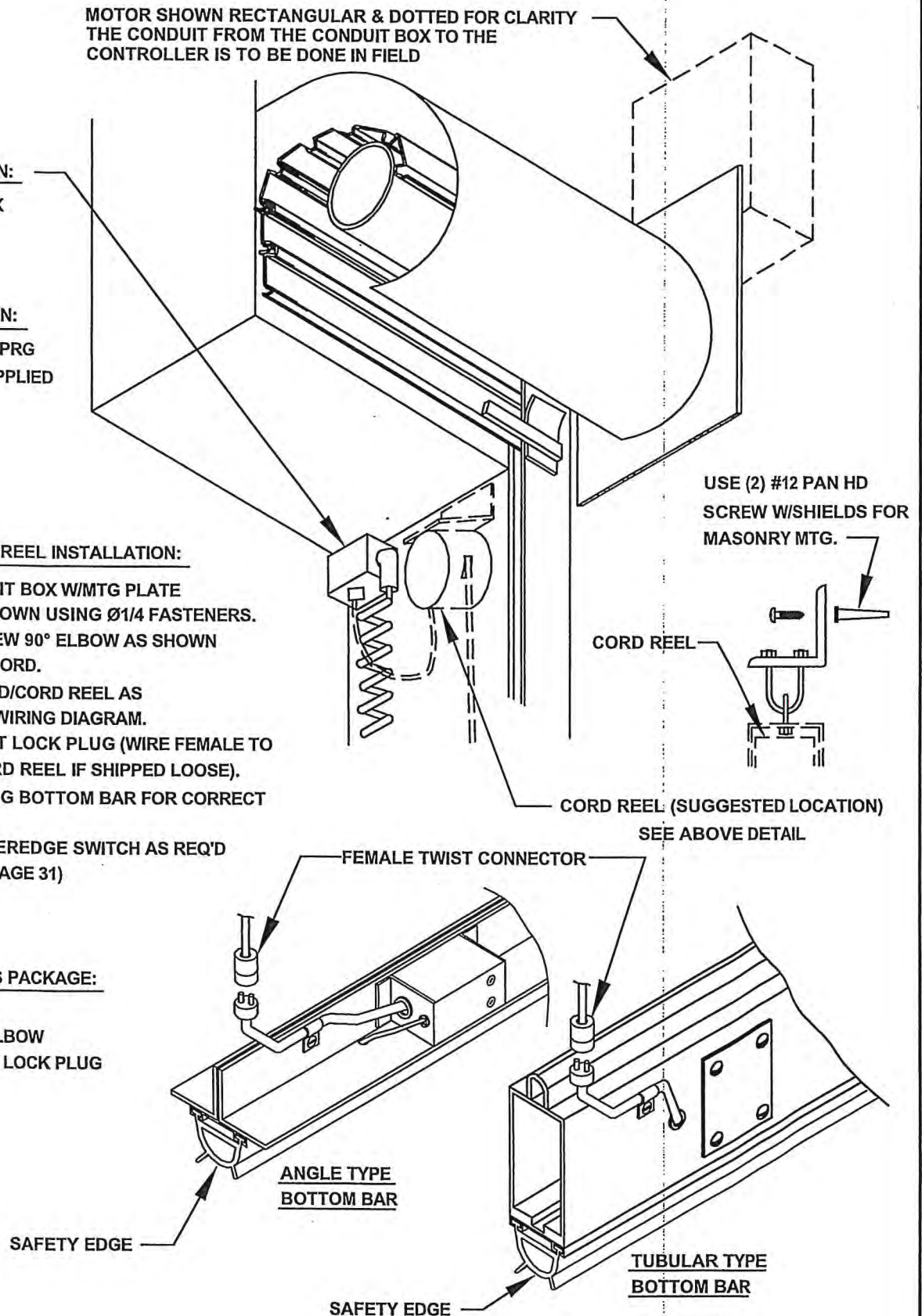


FIG 46

# FAILSAFE SAFETY EDGE INSTALLATION INSTRUCTIONS

## FAILSAFE INSTRUCTIONS:

**NOTE:** DIODE IS PROVIDED PREWIRED INSIDE OF BOTTOM BAR. IF MOTOR MANUFACTURER HAS PROVIDED A DIODE SAVE AS A SPARE.

1. LOCATE CONTROL PANEL KNOCK OUT CLOSEST TO DOOR OPENING & IN LINE WITH MALE CONNECTOR.
2. LOCATE COIL CORD/CORD REEL AS NOT TO INTERFERE WITH ROLLER CHAIN.
3. WIRE TO TERMINALS AS INDICATED ON WIRING DIAGRAM. (NOTE: DIODE CONNECTION IS PREWIRED)
4. CONNECT TWIST LOCK PLUG. (WIRE FEMALE TO COIL CORD/CORD REEL IF SHIPPED LOOSE)
5. TEST REVERSING BOTTOM BAR FOR CORRECT OPERATION.
6. IF MOTOR DOES NOT OPERATE OR FAILSAFE RELAY SHOWS A FAULT CONDITION REVERSE POLARITY OF WIRES IN CONTROLLER. DO NOT MODIFY DIODE CONNECTION ON BOTTOM BAR.

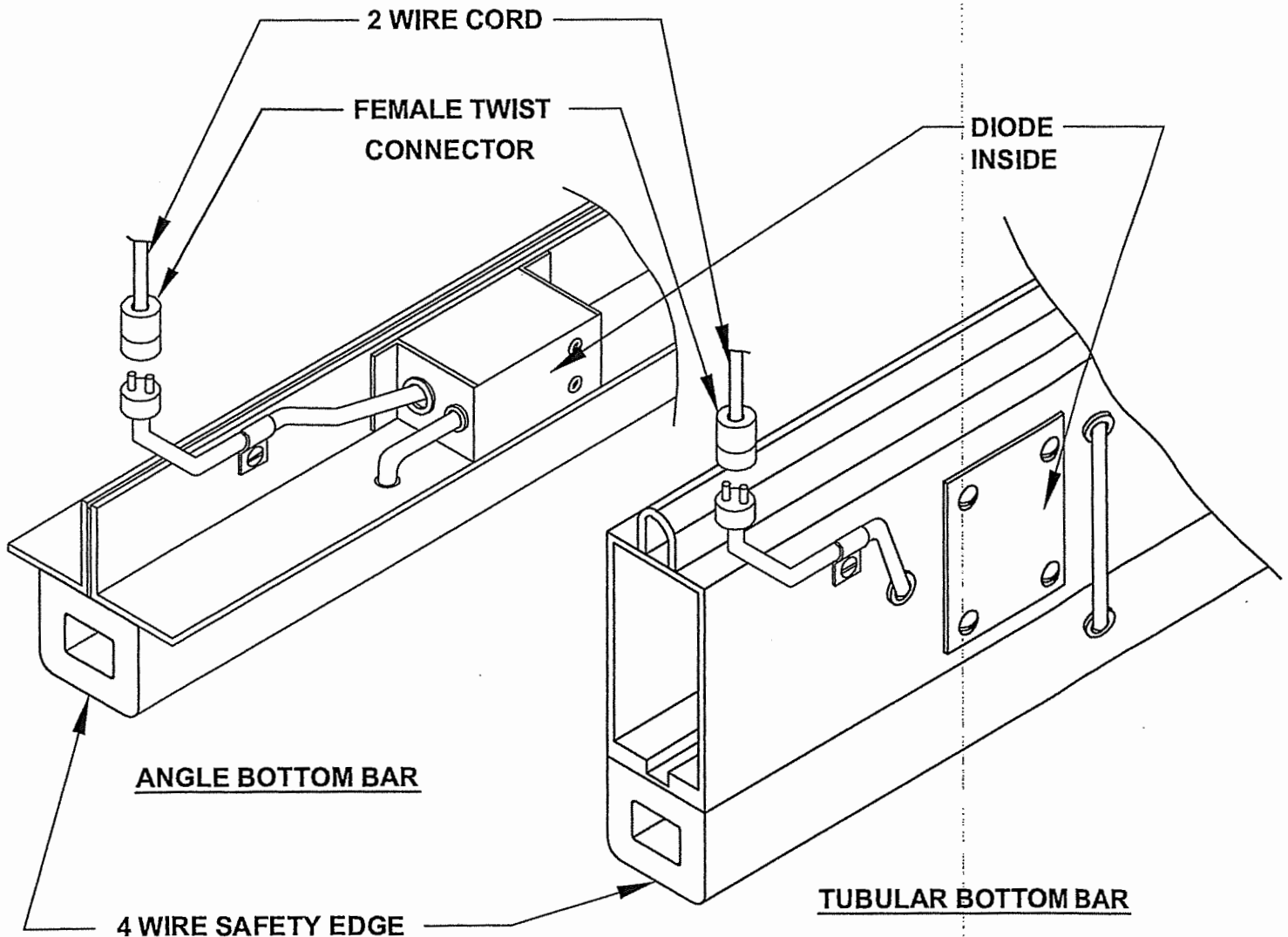


FIG 47

# SETTING INSTRUCTIONS FOR FEATHEREDGE SWITCH

The Featheredge switch has been factory preset for normal operation from the supplier. The factory preset setting is 0.3mm to 0.4mm contact opening. Adjustment of the switch is not necessary unless operation will be under extremely unusual circumstances.

## ALTERATION OF THE FACTORY PRESET SWITCH

- 1) Connect a multimeter/continuity tester (Ohm range) to the contact connectors on the switch.
- 2) Turn contact screw in a clockwise direction until contact is achieved.  
(Contact opening = 0.0mm)
- 3) Turn the contact screw in a counter clockwise direction until the desired contact distance is reached. Scale division on the switch is: 1 Sub marking = 0.1mm of contact opening (Factory = 0.3mm to 0.4mm). The closer the setting is to 0.0mm, the more sensitive the switch becomes.

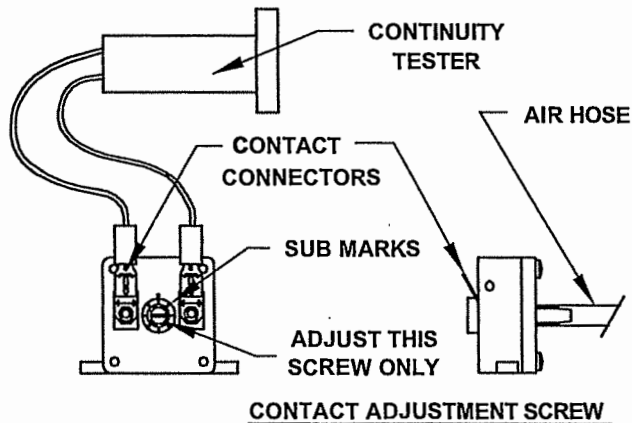


FIG 48

## TOP SAFETY LIMIT SWITCH INSTALLATION

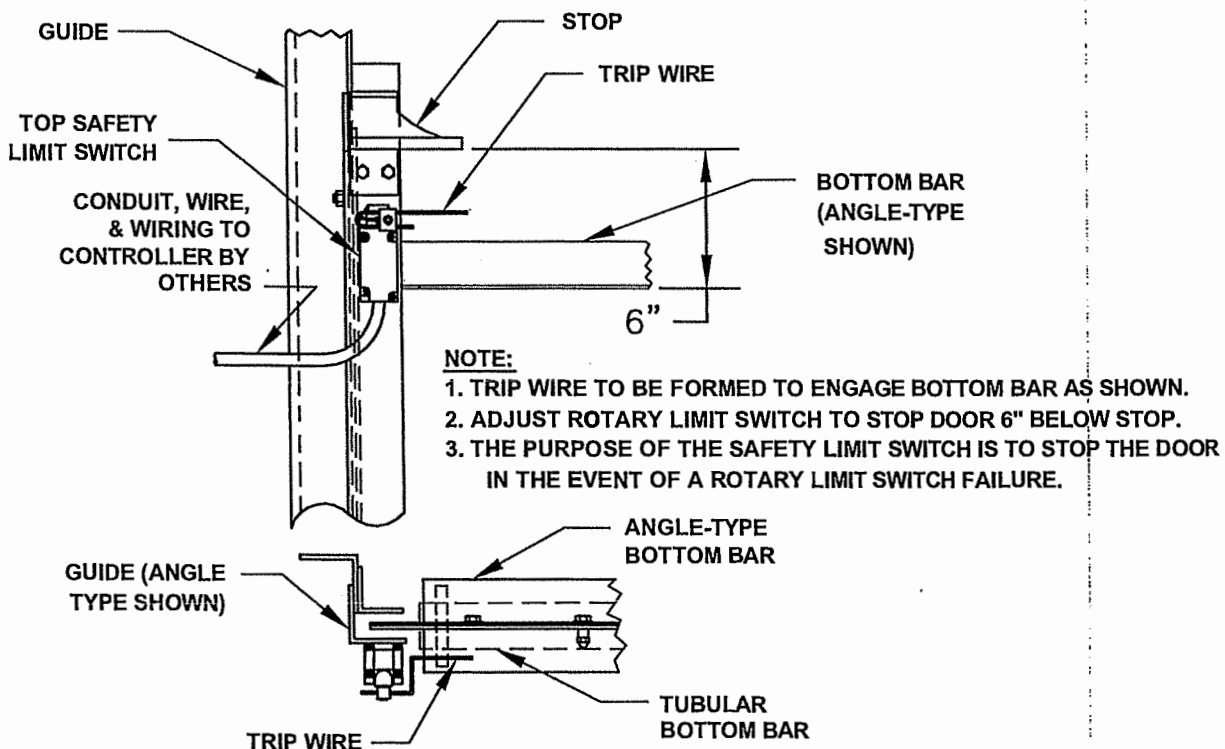
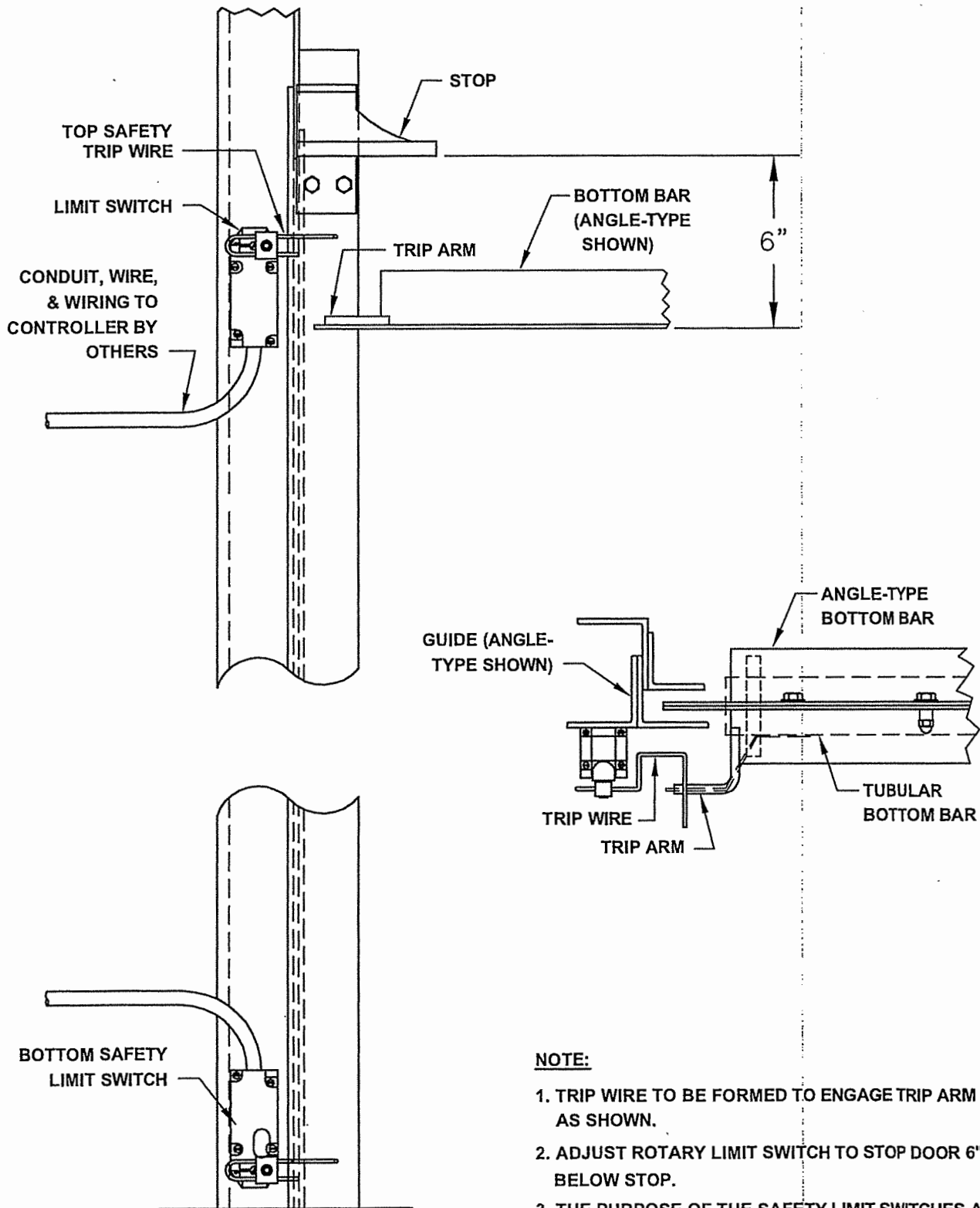


FIG 49



# TOP AND BOTTOM SAFETY LIMIT SWITCH INSTALLATION

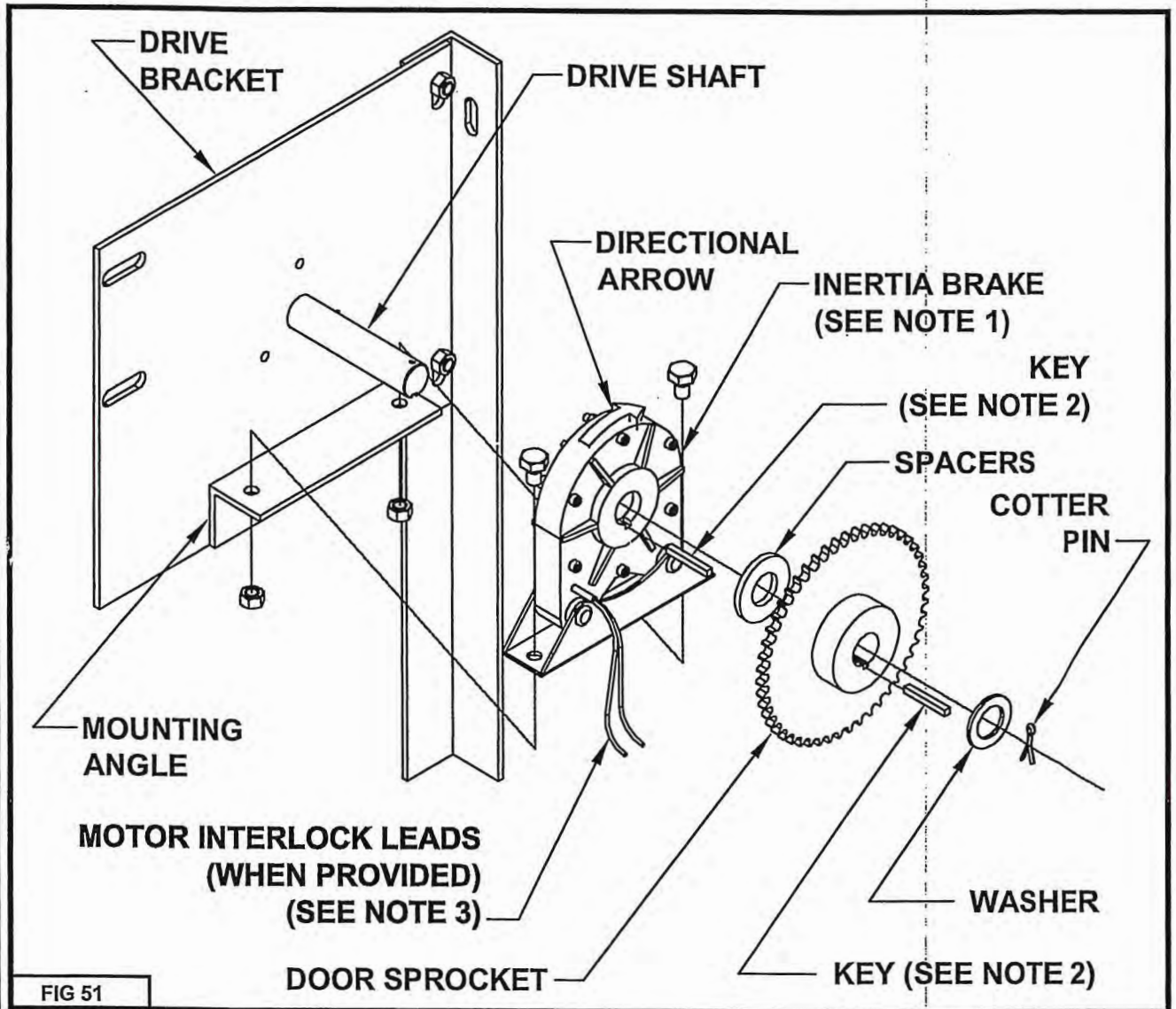


## NOTE:

1. TRIP WIRE TO BE FORMED TO ENGAGE TRIP ARM AS SHOWN.
2. ADJUST ROTARY LIMIT SWITCH TO STOP DOOR 6" BELOW STOP.
3. THE PURPOSE OF THE SAFETY LIMIT SWITCHES ARE TO STOP THE DOOR IN THE EVENT OF A ROTARY LIMIT SWITCH FAILURE.

FIG 50

# INERTIA BRAKE INSTALLATION INSTRUCTIONS



## INSTRUCTIONS:

- 1) Remove Brake from Drive Bracket prior to mounting Barrel/Bracket Assy to Guides.
- 2) Slide Brake over end of Drive Shaft, align keyways and insert Key. **IMPORTANT:** Arrow on Brake must point in the direction the Barrel rotates when the door is closing.
- 3) Bolt Brake to Mounting Angle w/provided fasteners.
- 4) Install provided Spacers, Door Sprocket and Key as shown.
- 5) Align Sprocket with Motor Sprocket, tighten Sprocket Set Screws and install Washer & Cotter Pin to end of Drive Shaft.

## NOTES:

- 1) Directional arrow on Brake must point in the direction the Barrel rotates when the Door is closing. (Towards the wall)
- 2) Key length must be at least as long as Hub.
- 3) Wire Interlock to Motor Control Circuit.

## ODC Bakersfield-Commercial

Robert B. Moss, Jr.  
Architectural Specialties  
1525 Melody Lane  
Bakersfield, CA 93308  
License No. 418039

ODC Bakersfield-Commercial  
1525 Melody Lane  
Bakersfield, CA 93308  
661-399-9371  
Fax 661-399-6441

The Genuine. The Original.



Proposal #: RBM-Unsaved  
Q 2243

PROPOSAL SUBMITTED TO: CALIFORNIA CITY POLICE DEPARTMENT				Date 2/16/2017		Attention FRANK			
STREET				Job Name CALIFORNIA CITY POLICE DEPARTMENT					
City CALIFORNIA CITY		State CA	Zip Code	Job Location CALIFORNIA CITY					
Phone Number		Fax Number		Job Phone					
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	MOUNTING	JAMB TYPE
1	1	671	27' 1"	13' 9.5"	27' 1"	13' 9.5"	ELECTRIC	BJ	STEEL
2	1	RSX-RS							

### FURNISH AND INSTALL:

The above sized 671 series rolling door(s) as manufactured by the Overhead Door Corporation. Door standard features to include the following: Curtain will be fabricated of horizontal 5/16" diameter galvanized steel rods spaced vertically 2" on center maximum and a network of vertically interlocking links spaced horizontally 9" on center. Bottom bar will be an extruded aluminum tubular shape. Guides will be extruded aluminum shapes with continuous silicon treated wool-pile strips or PVC inserts. Brackets will be minimum 3/16" thick steel plate to support the barrel and counterbalance. Counterbalance will be helical torsion springs housed in a steel pipe with a deflection limited to .03" per foot of span (width) and adjustable by means of an external tension wheel.

RSX models are available in RSX Trolley, Center-mount Trolley and Dual Trolley for Sectional, and RSX Jackshaft with and without hoist for Rolling Steel.

All RSX Standard Duty models are available in Single phase 115vac, 208vac, 230vac, Three phase 208vac, 230vac, 460vac, and Three phase 575vac; 1/2, 3/4 and 1 Hp, Open, Drip Proof (ODP) continuous duty (60 cycles per hour at peak usage), Totally Enclosed Non Ventilated Motor (TENV), Totally Enclosed Fan Cooled Motor (TEFC), and NEMA 4 and 4X with enclosed brake and sealed electrical box.

Trolley models are available with or without brake on 1/2 hp models. Sidemount and Centermount direct couple to the door shaft with or without hoist. Hoist models are left hand or right hand. The RSX Trolley will operate Standard Lift Doors, and the Sidemount series will operate Lift Clearance and Vertical Lift Sectional Doors up to 24' high with a maximum weight of 1120 lbs for 1/2hp, 1370 lbs for 3/4 hp, and 1620 lbs for 1 hp. Trolley Rails for door heights up to 12' are standard.

Rolling Steel models are available with or without hoist, front of hood, top of hood, wall-mount. Hoist models are left hand or right hand. The Rolling Steel series will operate Rolling Steel doors up to 24' high and with a maximum weight of 998 lbs for 1/2hp, 1220 lbs for 3/4 hp, and 1440 lbs for 1 hp

New electrical and mechanical features for all models include:

Easy limit setting with Limit Lock™ - a patent pending electro/mechanical limit sensor that makes it easy to set and maintain limits.

Voltage freedom with Voltamatic™ - one unit for single phase voltages (115/208/230V), one unit for three phase voltages (208/230/460V) and one unit for three phase 575V.

Extra door system durability with Progressive Braking - DC brake system brings the door to a soft stop for less wear and tear on the system.



Price Proposal for CALIFORNIA CITY POLICE DEPARTMENT by ODC Bakersfield-Commercial  
 Proposal Number RBM - Unsaved  
 Job Name: CALIFORNIA CITY POLICE DEPARTMENT

Control system features a delay on reverse operating protocol  
 Easy installation and trouble-shooting with Einstein Logic™ - intelligent menu structure and expanded self-diagnostics  
 Extra safety and security with Advanced Radio Receiver System – stores up to 250 CodeDodger® transmitters including the new commercial dual frequency cycle versions  
 Primary reduction is Super Belt™ with automatic tensioning (secondary reduction is by chain and sprocket)  
 RSX operator comes with a Two Year Limited Warranty

PROPOSAL TO INCLUDE THE FOLLOWING:

Item 1 above to feature the following:

- (1) STEEL MOUNTING TUBES, 4" X 4" X 20'0".

Item 2 above to feature the following:

- (1) Timer Close Module FIELD INSTALLED(OPABTCX.S).
- (1) Auxillary Input/Output Module(OPABIOX.S).
- (1) Ext operator covr.Primd Steel,Bench mnt,top of hood,frnt of hood & wall mnt.
- (1) Monitored Edge Interface Module(OPAKMEIX.s).
- (2) Keyless Entry, Exterior, Metal Keys, 100 Codes, No Light (110343-0001.s).
- (27) MT-21-2U, Black, Universal, DC (086896-2105) 610/620/625/630/670/671.
- (1) 2 wire electric sensing edge hardware kit (607538-0001).
- (1) Sensing Edge Assembly Charge.
- (2) Pad Mount Pedestl 42" Gooseneck

ALL ELECTRICAL WORK BY OTHERS

POWER MUST BE WITHIN 2 FEET OF OPERATOR

POWER AND PADS FOR GOOSENECK AND KEYPADS IS BY OTHER

We hereby propose to complete in accordance with above specification, for the sum of:

Twenty Thousand Seven Hundred Ten Dollars and No Cents

20,710.00

Signature

Dayna Moses, Estimator

Direct Dial: 661-399-9371

**TERMS AND CONDITIONS**

Payment to be made as follows: NET 30

Prices subject to change if not accepted in 60 days.

BY OTHERS: Jams, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: \_\_\_\_\_

Signature

Title

Date of Acceptance

# CITY COUNCIL

February 28, 2017

**TO: Mayor and City Council**  
**FROM: Jeanie O'Laughlin, Finance Director**  
**SUBJECT: Re-classification of Position**

## **BACKGROUND:**

We currently have an employee who is classified as an Account Clerk II who has been performing the duties of an Account Clerk III for the past eight months. This employee has been receiving acting pay for these duties. According to both our Personnel Manual and the Miscellaneous MOU, acting pay should be reviewed every six months. After review it has been determined that this employee has been performing these duties in an exemplary manner and should be re-classed to the Account Clerk III level.

## **RECOMMENDATION:**

Staff would recommend that Council approve the re-classification of this employee from an Account Clerk II position to an Account Clerk III position.

## **FISCAL IMPACT:**

The employee will receive a 5% pay increase. This can be absorbed in our current budget from salary savings from vacant positions.

## **ENVIRONMENTAL ACTION:**

None.



# CITY COUNCIL

February 28th, 2017

**TO: Mayor and City Council**

**FROM: Tom Weil**

**SUBJECT: Medical Marijuana Business Tax and Fiscal Emergency Resolutions**

## **BACKGROUND:**

1. At the council's request the city attorneys office, working in conjunction with the city's consultant HdL, has prepared an ordinance and resolution to put a Marijuana Tax measure on the June 6<sup>th</sup> ballot. Attached is the proposed ordinance which would tax cultivation at up to a maximum of \$10/ square foot, but initially imposing the following rates:

Indoor

Mixed Light

No artificial light

Nursery,

Other marijuana uses.

A proposed resolution is attached which would place the marijuana tax ordinance on the June 6th ballot for consideration by the voters. A 4/5ths vote is required to approve this resolution.

2. Before the tax measure can be placed on the ballot, the council must first pass a resolution. The approval of the resolution requires a unanimous vote.

## **Recommendation:**

1. Council should discuss the proposed marijuana ordinance, and agree upon the final tax rate to be submitted to voters;

2. Approve Resolution declaring the fiscal emergency;

3. Approve Resolution placing the measure on the ballot, asking voters to approve adoption of the ordinance imposing a tax on marijuana businesses.

**RECOMMENDATION:** The City Council take public input and questions then approve the resolution declaring the fiscal emergency and then approve the (A). A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY, CALIFORNIA DECLARING A FISCAL EMERGENCY and then approve:

CB 1(a)

(B). A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY, CALIFORNIA CALLING A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 6, 2017 FOR THE PURPOSE OF SUBMITTING A CANNABIS BUSINESS TAX MEASURE TO THE VOTERS OF THE CITY; REQUESTING THE ASSISTANCE OF THE COUNTY OF KERN IN CONNECTION WITH THAT ELECTION; AND REQUESTING CONSOLIDATION OF THAT ELECTION WITH ANY OTHER ELECTION HELD ON THAT DATE

**FISCAL IMPACT:** Unknown at this time

**ENVIRONMENTAL ACTION:** N/A

*The Finance Director has reviewed the staff report and finds the recommendations to be within the budget constraints of the Department.*

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF CALIFORNIA CITY, CALIFORNIA DECLARING A  
FISCAL EMERGENCY**

**WHEREAS**, it is uncertain that the citizens will either renew or extend the current \$150 parcel tax that is due to sunset; and

**WHEREAS**, the City's current annual expenditures, including expenditures on public safety services, are approximately \$25 million; and

**WHEREAS**, annual revenues from sources other than the parcel tax are approximately \$19 million; and

**WHEREAS**, even at current levels of expenditure, the City faces a potential general fund shortfall of approximately \$6.5 million; and

**WHEREAS**, as a result of recent changes in state law, there is an opportunity for the City to make regulatory and tax changes that would likely dramatically increase the number of cannabis businesses in the City; and

**WHEREAS**, these cannabis businesses would require increased levels of City services but would also generate tax revenue for the City; and

**WHEREAS**, in order to provide certainty to the City and to existing and potential cannabis business owners regarding the taxes that will apply to such businesses and the tax revenue to be derived therefrom, it is urgently important that the City's electorate consider the manner of taxing cannabis businesses prior to the expansion of cannabis business activities in the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY AS FOLLOWS:**

**Section 1. Recitals.** The City Council hereby finds and determines that the foregoing recitals are true and correct.

**Section 2. Fiscal Emergency Declared.** For the reasons set forth in the recitals, the City Council hereby declares that a fiscal emergency exists.

**Section 3. Effective Date.** This resolution shall be effective immediately upon adoption.



**APPROVED and ADOPTED** this \_\_\_th day of February, 2017.

\_\_\_\_\_  
Jennifer Wood, Mayor

ATTEST:

\_\_\_\_\_  
Denise Hilliker, City Clerk

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY, CALIFORNIA CALLING A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 6, 2017 FOR THE PURPOSE OF SUBMITTING A CANNABIS BUSINESS TAX MEASURE TO THE VOTERS OF THE CITY; REQUESTING THE ASSISTANCE OF THE COUNTY OF KERN IN CONNECTION WITH THAT ELECTION; AND REQUESTING CONSOLIDATION OF THAT ELECTION WITH ANY OTHER ELECTION HELD ON THAT DATE

WHEREAS, Sections 37101 and 37100.5 of the California Government Code authorize the City to levy a license tax, for revenue purposes, upon business transacted in the City; and

WHEREAS, as a result of recent voter-approved changes to state law, there has been a very strong interest by cannabis businesses to open in the City; and

WHEREAS, cannabis businesses are likely to create demands upon City services, and the City does not currently impose any taxes upon cannabis businesses, aside from generally applicable municipal taxes;

WHEREAS, the City Council desires to seek impose a supplemental license tax upon cannabis businesses, to be known as the "Cannabis Business Tax"; and

WHEREAS, the Cannabis Business Tax cannot be imposed without voter approval; and

WHEREAS, the Cannabis Business Tax, if adopted, would address the conditions creating the fiscal emergency declared by the City Council in its Resolution No. \_\_\_\_\_; and

WHEREAS, the City Council desires to submit a Cannabis Business Tax measure to the voters of the City at a Special Municipal Election to be held on Tuesday, June 6, 2017 and to be consolidated with any other election to be held on that date; and

WHEREAS, the proposed Cannabis Business Tax is more completely described in the ordinance attached hereto as Attachment "A" and incorporated herein by reference (the "Tax Ordinance").

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY AS FOLLOWS:

**Section 1. Recitals.** The City Council hereby finds and determines that the foregoing recitals are true and correct.

**Section 2. Proposal.** The City Council hereby proposes the Cannabis Business Tax.

**Section 3. Election.** The City Council hereby calls a Special Municipal Election for Tuesday, June 6, 2017 (the "Election") and orders, pursuant to Section 9222 of the Elections Code, that the Tax Ordinance be submitted to the voters at that election.

**Section 4. Ballot Question.** The question submitted by Section 3 of this Resolutions shall appear on the ballot as follows:

To fund general municipal expenses such as police, fire, urgent care, roads and recreation, shall the City tax cannabis (marijuana) businesses at annual rates not to exceed \$7.00 per canopy square foot for cultivation (adjustable for inflation) and not to exceed 6% of gross receipts for all other cannabis businesses; which is expected to generate an estimated \$3.3 million annually and will be levied until repealed by the voters or the City Council?	YES	
	NO	

**Section 5. Approval.** Pursuant to Section 2(b) of Article XIII A of the Constitution, this measure requires approval by a majority of those casting ballots on the measure.

**Section 6. Consolidation.** Pursuant Section 10400 et seq. of the Elections Code, the Board of Supervisors of Kern County is requested to consolidate the Election with other elections held on the same day in the same territory or in the territory that is in part the same.

**Section 7. Canvass.** The Board of Supervisors is authorized to canvass the returns of the Election pursuant to Section 10411 of the Elections Code.

**Section 8. Conduct of Election.** Pursuant to Section 10002 of the Elections Code, the Board of Supervisors is requested to permit the County Clerk to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the City agrees to reimburse the County, in accordance with current County pro-rations and allocation procedures.

**Section 9. Filing with County.** The City Clerk shall file a certified copy of this Resolution with the County Clerk.

**Section 10. Analysis and Argument.** The City Attorney shall prepare an impartial analysis of the measure. Any person or persons may file an argument either for or against the ballot measure. An argument for or against the measure shall not exceed 300 words in length. If more than one argument is submitted for the measure, or more than one argument against the measure, the City Clerk shall select the argument to be included with the ballot materials. Rebuttal arguments shall be permitted pursuant to applicable law.

**Section 11. Effective Date.** This Resolution shall be effective immediately upon adoption.

**APPROVED and ADOPTED** this 28<sup>th</sup> day of February, 2017

---

Jennifer Wood, Mayor

ATTEST:

---

Denise Hilliker, City Clerk



**EXHIBIT A**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF CALIFORNIA CITY,  
CALIFORNIA ADDING ARTICLE 8 (CANNABIS BUSINESS  
TAX) TO CHAPTER 2 OF TITLE 3 OF THE CALIFORNIA  
CITY MUNICIPAL CODE**

**THE PEOPLE OF THE CITY OF CALIFORNIA CITY DO ORDAIN AS  
FOLLOWS:**

SECTION 1. CODE AMENDMENT. Article 8 is added to Chapter 2 of Title 3 of the California City Municipal Code to read as follows:

**Article 8  
CANNABIS BUSINESS TAX**

**Sections:**

- 3-2.8.010 Title.
- 3-2.8.020 Authority and Purpose.
- 3-2.8.030 Intent.
- 3-2.8.040 Definitions.
- 3-2.8.050 Tax imposed.
- 3-2.8.060 Reporting and remittance of tax.
- 3-2.8.070 Payments and communications –timely remittance.
- 3-2.8.080 Payment – when taxes deemed delinquent.
- 3-2.8.090 Notice not required by City.
- 3-2.8.100 Penalties and interest.
- 3-2.8.110 Refunds and credits.
- 3-2.8.120 Refunds and procedures.
- 3-2.8.130 Personal cultivation not taxed.
- 3-2.8.140 Administration of the tax.
- 3-2.8.150 Appeal procedure.
- 3-2.8.160 Enforcement –action to collect.
- 3-2.8.170 Apportionment.
- 3-2.8.180 Constitutionality and legality.
- 3-2.8.190 Audit and examination of premises and records.
- 3-2.8.200 Other licenses, permits, taxes or charges.
- 3-2.8.210 Payment of tax does not authorize unlawful business.
- 3-2.8.220 Deficiency determinations.
- 3-2.8.230 Failure to report – nonpayment, fraud.
- 3-2.8.240 Tax assessment –notice requirements.
- 3-2.8.250 Tax assessment – hearing, application, and determination.
- 3-2.8.260 Conviction for violation – taxes not waived.



- 3-2.8.270 Violation deemed misdemeanor.
- 3-2.8.280 Severability.
- 3-2.8.290 Remedies cumulative.
- 3-2.8.300 Amendment or repeal.

**3-2.8.010 Title.**

This ordinance shall be known as the Cannabis Business Tax Ordinance.

**3-2.8.020 Authority and Purpose.**

The purpose of this Ordinance is to adopt a tax, for revenue purposes, pursuant to Sections 37101 and 37100.5 of the California Government Code, upon Cannabis Businesses that engage in business in the City. The Cannabis Business Tax is levied based upon business gross receipts and square footage of plant canopy. It is not a sales and use tax, a tax upon income, or a tax upon real property.

The Cannabis Business Tax is a general tax enacted solely for general governmental purposes of the City and not for specific purposes. All of the proceeds from the tax imposed by this Article shall be placed in the City's general fund and be available for any legal municipal purpose.

**3-2.8.030 Intent.**

The intent of this Ordinance is to levy a tax on all Cannabis Businesses that operate in the City, regardless of whether such business would have been legal at the time this Ordinance was adopted. Nothing in this Ordinance shall be interpreted to authorize or permit any business activity that would not otherwise be legal or permissible under laws applicable to the activity at the time the activity is undertaken.

**3-2.8.040 Definitions.**

The following words and phrases shall have the meanings set forth below when used in this Article:

A. "Business" shall include all activities engaged in or caused to be engaged in within the City, including any commercial or industrial enterprise, trade, profession, occupation, vocation, calling, or livelihood, whether or not carried on for gain or profit, but shall not include the services rendered by an employee to his or her employer.

B. "Cannabis" means all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" also means the separated resin, whether crude or purified, obtained from cannabis. "Cannabis" also means marijuana as defined by Section 11018 of the California Health and Safety Code and is not

limited to medical cannabis.

C. “Cannabis product” means raw cannabis that has undergone a process whereby the raw agricultural product has been transformed into a concentrate, an edible product, or a topical product. “Cannabis product” also means marijuana products as defined by Section 11018.1 of the California Health and Safety Code and is not limited to medical cannabis products.

D. “Canopy” means all areas occupied by any portion of a cannabis plant whether contiguous or noncontiguous on any one site. When plants occupy multiple horizontal planes (as when plants are placed on shelving above other plants) each plane shall be counted as a separate canopy area.

E. “Cannabis business” means any business activity involving cannabis, including but not limited to cultivating, transporting, distributing, manufacturing, compounding, converting, processing, preparing, storing, packaging, delivering, testing, dispensing, retailing and wholesaling of cannabis, of cannabis products or of ancillary products and accessories, whether or not carried on for gain or profit.

F. “Cannabis business tax” or “business tax,” means the tax due pursuant to this Article for engaging in cannabis business in the City.

G. “Commercial cannabis cultivation” means cultivation in the course of conducting a cannabis business.

H. “City permit” means a permit issued by the City to a person to authorize that person to operate or engage in a cannabis business.

I. “Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis and includes, but is not limited to, the operation of a nursery.

J. “Employee” means each and every person engaged in the operation or conduct of any business, whether as owner, member of the owner's family, partner, associate, agent, manager or solicitor, and each and every other person employed or working in such business for a wage, salary, commission, barter or any other form of compensation.

K. “Engaged in business as a cannabis business” means the commencing, conducting, operating, managing or carrying on of a cannabis business, whether done as owner, or by means of an officer, agent, manager, employee, or otherwise, whether operating from a fixed location in the City or coming into the City from an outside location to engage in such activities. A person shall be deemed engaged in business within the City if:

1. Such person or person’s employee maintains a fixed place of business within the City for the benefit or partial benefit of such person;

2. Such person or person's employee owns or leases real property within the City for business purposes;

3. Such person or person's employee regularly maintains a stock of tangible personal property in the City for sale in the ordinary course of business;

4. Such person or person's employee regularly conducts solicitation of business within the City; or

5. Such person or person's employee performs work or renders services in the City.

The foregoing specified activities shall not be a limitation on the meaning of "engaged in business."

L. "Evidence of doing business" means evidence such as, without limitation, use of signs, circulars, cards or any other advertising media, including the use of internet or telephone solicitation, or representation to a government agency or to the public that such person is engaged in a cannabis business in the City.

M. "Fiscal year" means July 1 through June 30 of the following calendar year.

N. "Greenhouse" means a fully enclosed permanent structure that is primarily clad in transparent material that allows substantial use of natural light (in lieu of or in addition to artificial light) to promote cannabis growth.

O. "Gross Receipts," except as otherwise specifically provided, means, whether designated a sales price, royalty, rent, commission, dividend, or other designation, the total amount (including all receipts, cash, credits and property of any kind or nature) received or payable for sales of goods, wares or merchandise or for the performance of any act or service of any nature for which a charge is made or credit allowed (whether such service, act or employment is done as part of or in connection with the sale of goods, wares, merchandise or not), without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, losses or any other expense whatsoever. However, the following shall be excluded from Gross Receipts:

1. Cash discounts where allowed and taken on sales;

2. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;

3. Such part of the sale price of any property returned by purchasers to the seller as refunded by the seller by way of cash or credit allowances or return of refundable deposits previously included in gross receipts;

4. Receipts derived from the occasional sale of used, obsolete or surplus

trade fixtures, machinery or other equipment used by the taxpayer in the regular course of the taxpayer's business;

5. Cash value of sales, trades or transactions between departments or units of the same business;

6. Whenever there are included within the gross receipts amounts which reflect sales for which credit is extended and such amount proved uncollectible in a subsequent year, those amounts may be excluded from the gross receipts in the year they prove to be uncollectible; provided, however, if the whole or portion of such amounts excluded as uncollectible are subsequently collected they shall be included in the amount of gross receipts for the period when they are recovered;

7. Receipts of refundable deposits, except that such deposits when forfeited and taken into income of the business shall not be excluded when in excess of one dollar;

8. Amounts collected for others where the business is acting as an agent or trustee and to the extent that such amounts are paid to those for whom collected. These agents or trustees must provide the finance department with the names and the addresses of the others and the amounts paid to them. This exclusion shall not apply to any fees, percentages, or other payments retained by the agent or trustees.

P. "Nursery" means a facility or part of a facility that is used only for producing clones, immature plants, seeds, and other agricultural products used specifically for the planting, propagation, and cultivation of cannabis.

Q. "Person" means an individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, whether organized as a nonprofit or for-profit entity, and includes the plural as well as the singular number.

R. "Sale" means and includes any sale, exchange, or barter.

S. "State" means the State of California.

T. "State license," "license," or "registration" means a state license issued pursuant to California Business & Professions Code Sections 19300, *et seq.* or other applicable state law.

U. "Tax Administrator" means the Finance Director of the City of California City or his or her designee.

V. "Testing Laboratory" means a cannabis business that (i) offers or performs tests of medical cannabis or medical cannabis products, (ii) offers no service other than such tests, (iii) sells no products, excepting only testing supplies and materials, (iv) is accredited by an accrediting body that is independent from all other persons involved in the medical cannabis industry in the state and (v) is registered with the State Department of Public Health.

**3-2.8.050 Tax imposed.**

- A. Beginning July 1, 2018, there is imposed upon each person who is engaged in business as a cannabis business a cannabis business tax.
- B. The initial rate of the cannabis business tax shall be as follows:
  - 1. For every person who is engaged in commercial cannabis cultivation in the City:
    - a. Seven dollars (\$7.00) annually per square foot of canopy space in an indoor cultivation facility other than a greenhouse.
    - b. Five dollars (\$5.00) annually per square foot of canopy space in a greenhouse.
    - c. Three dollars (\$3.00) annually per square foot of canopy space in an outdoor cultivation facility.
    - d. One dollar (\$1.00) annually per square foot of canopy space for any nursery.
  - 2. For every person who engages in the operation of a testing laboratory: two percent (2%) of gross receipts.
  - 3. For every person who engages in a cannabis business in the City other than commercial cannabis cultivation or the operation of a testing laboratory: six percent (6%) of gross receipts.
- C. The City Council may, by resolution or ordinance, adjust the rate of the cannabis business tax. However, in no event may the City Council set any adjusted rate that exceeds the maximum rate calculated pursuant to Subdivision (D) of this Section for the date on which the adjusted rate will commence.
- D. The maximum rate shall be calculated as follows:
  - 1. For every person who is engaged in commercial cannabis cultivation in the City:
    - a. Through June 30, 2021, the maximum rate shall be:
      - i. Seven dollars (\$7.00) annually per square foot of canopy space in an indoor cultivation facility other than a greenhouse.
      - ii. Five dollars (\$5.00) annually per square foot of canopy space in a

greenhouse.

- iii. Three dollars (\$3.00) annually per square foot of canopy space in an outdoor cultivation facility.
  - iv. One dollar (\$1.00) annually per square foot of canopy space for any nursery.
- b. On July 1, 2021 and on each July 1 thereafter, the maximum annual tax rate per square foot of each type of canopy space shall increase by the percentage change between January of the calendar year prior to such increase and January of the calendar year of the increase in the Consumer Price Index ("CPI") for all urban consumers in the Los-Angeles-Riverside-Orange County areas as published by the United States Government Bureau of Labor Statistics. However, no CPI adjustment resulting in a decrease of any tax imposed by this subsection shall be made.
2. For every person who engages in a cannabis business in the City other than commercial cannabis cultivation the maximum rate shall be the rate set forth in subdivision (B) of this section.

**3-2.8.060 Reporting and remittance of tax.**

- A. The cannabis business tax imposed by this Article shall be paid, in arrears, on a quarterly basis. For commercial cannabis cultivation, the tax due for each calendar quarter shall be based on the square footage of the business's canopy space during the quarter and the rate shall be 25% of the applicable annual rate. For all other cannabis businesses activities, the tax due for each calendar quarter shall be based on the gross receipts for the quarter.
- B. Each person owing cannabis business tax for a calendar quarter shall, no later than the last day of the month following the close of the calendar quarter, file with the tax administrator a statement of the tax owed for that calendar quarter and the basis for calculating that tax. The tax administrator may require that the statement be submitted on a form prescribed by the tax administrator. The tax for each calendar quarter shall be due and payable on that same date as the statement for the calendar quarter is due.
- C. Upon cessation of a cannabis business, tax statements and payments shall be immediately due for all calendar quarters up to the calendar quarter during which cessation occurred.
- D. The tax administrator may, at his or her discretion, establish shorter report and payment periods for any taxpayer as the tax administrator deems necessary to ensure collection of the tax. The tax administrator may also require that a deposit,



to be applied against the taxes for a calendar quarter, be made by a taxpayer at the beginning that calendar quarter. In no event shall the deposit required by the tax administrator exceed the tax amount he or she projects will be owed by the taxpayer for the calendar quarter. The tax administrator may require that a taxpayer make payments via a cashier's check, money order, wire transfer, or similar instrument.

- E. For purposes of this section, the square feet of canopy space for a business shall be rebuttably presumed to be no less than the maximum square footage of canopy allowed by the business's City permit for commercial cannabis cultivation, or, in the absence of a City permit, the square footage shall be the maximum square footage of canopy for commercial cannabis cultivation allowed by the state license type. In no case shall canopy square footage which is authorized by the permit or license but not utilized for cultivation be excluded from taxation unless the Tax Administrator is informed in writing, prior to the period for which the space will not be used, that such space will not be used.

#### **3-2.8.070 Payments and communications – timely remittance.**

Whenever any payment, statement, report, request or other communication is due, it must be received by the Tax Administrator on or before the final due date. A postmark will not be accepted as timely remittance. If the due date would fall on a Saturday, Sunday or a holiday, the due date shall be the next regular business day on which the City is open to the public.

#### **3-2.8.080 Payment - when taxes deemed delinquent.**

Unless otherwise specifically provided under other provisions of this Article, the taxes required to be paid pursuant to this Article shall be deemed delinquent if not received by the Tax Administrator on or before the due date as specified in Sections 3-2.8.060 and 3-2.8.070.

#### **3-2.8.090 Notice not required by the City.**

The City may as a courtesy send a tax notice to the business. However, the Tax Administrator is not required to send a delinquency or other notice or bill to any person subject to the provisions of this Article. Failure to send such notice or bill shall not affect the validity of any tax or penalty due under the provisions of this Article.

#### **3-2.8.100 Penalties and interest.**

A. Any person who fails or refuses to pay any cannabis business tax required to be paid pursuant to this Article on or before the due date shall pay penalties and interest as follows:

1. A penalty equal to ten percent (10%) of the amount of the tax, in addition to the amount of the tax, plus interest on the unpaid tax calculated from the due date of the tax at the rate of one percent (1.0%) per month.

2. If the tax remains unpaid for a period exceeding one calendar month beyond the due date, an additional penalty equal to twenty-five percent (25%) of the amount of the tax, plus interest at the rate of one percent (1.0%) per month on the unpaid tax and on the unpaid penalties.

3. Interest shall be applied at the rate of one percent (1.0%) per month on the first day of the month for the full month, and will continue to accrue monthly on the tax and penalty until the balance is paid in full.

B. Whenever a check or electronic payment is submitted in payment of a cannabis business tax and the payment is subsequently returned unpaid by the bank for any reason, the taxpayer will be liable for the tax amount due plus any fees, penalties and interest as provided for in this Section, and any other amount allowed under state law.

#### **3-2.8.110 Refunds and credits.**

A. No refund shall be made of any tax collected pursuant to this Article, except as provided in Section 3-2.8.120.

B. No refund of any tax collected pursuant to this Article shall be made because of the discontinuation, dissolution, or other termination of a business.

#### **3-2.8.120 Refunds and procedures.**

A. Whenever the amount of any cannabis business tax, penalty or interest has been overpaid, paid more than once, or has been erroneously collected or received by the City under this Article, it may be refunded to the claimant who paid the tax provided that a written claim for refund is filed with the Tax Administrator within one (1) year of the date the tax was originally due and payable.

B. The Tax Administrator, his or her designee or any other City officer charged with the administration of this Article shall have the right to examine and audit all the books and business records of the claimant in order to determine the eligibility of the claimant to the claimed refund. No claim for refund shall be allowed if the claimant refuses to allow such examination of claimant's books and business records after request by the Tax Administrator to do so.

C. In the event that the cannabis business tax was erroneously paid and the error is attributable to the City, the City shall refund the amount of tax erroneously paid up to one (1) year from when the error was identified.

#### **3-2.8.130 Personal Cultivation Not Taxed.**

The provisions of this Article shall not apply to personal cannabis cultivation as defined in the "California Control, Regulate and Tax Adult Use of Marijuana Initiative". This Article shall not apply to personal use of cannabis that is specifically exempted from state licensing

requirements, that meets the definition of personal use or equivalent terminology under state law, and for which the individual receives no compensation whatsoever related to that personal use.

**3-2.8.140 Administration of the tax.**

A. It shall be the duty of the Tax Administrator to collect the taxes, penalties, fees, and perform the duties required by this Article.

B. For purposes of administration and enforcement of this Article generally, the Tax Administrator may from time to time promulgate such administrative interpretations, rules, and procedures consistent with the purpose, intent, and express terms of this Article as he or she deems necessary to implement or clarify such provisions or aid in enforcement.

C. The Tax Administrator may take such administrative actions as needed to administer the tax, including but not limited to:

1. Provide to all cannabis business taxpayers forms for the reporting of the tax;
2. Provide information to any taxpayer concerning the provisions of this Article;
3. Receive and record all taxes remitted to the City as provided in this Article;
4. Maintain records of taxpayer reports and taxes collected pursuant to this Article;
5. Assess penalties and interest to taxpayers pursuant to this Article;
6. Determine amounts owed and enforce collection pursuant to this Article.

**3-2.8.150 Appeal procedure.**

Any taxpayer aggrieved by any decision of the Tax Administrator with respect to the amount of tax, interest, penalties and fees, if any, due under this Article may appeal to the City Council by filing a notice of appeal with the City Clerk within thirty (30) days of the serving or mailing of the determination of tax due. The City Clerk shall fix a time and place for hearing such appeal, and the City Clerk shall give notice in writing to such operator at the last known place of address. The finding of the City Council shall be final and conclusive and shall be served upon the appellant in the manner prescribed by this Article for service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of the notice.

**3-2.8.160 Enforcement - action to collect.**

Any taxes, penalties and/or fees required to be paid under the provisions of this Article shall be deemed a debt owed to the City. Any person owing money to the City under the provisions of this Article shall be liable in an action brought in the name of the City for the recovery of such debt. The provisions of this Section shall not be deemed a limitation upon the

right of the City to bring any other action including criminal, civil and equitable actions, based upon the failure to pay the tax, penalties and/or fees imposed by this Article or the failure to comply with any of the provisions of this Article.

### **3-2.8.170      Apportionment.**

If a business subject to the tax is operating both within and outside the City, it is the intent of the City to apply the cannabis business tax so that the measure of the tax fairly reflects the proportion of the taxed activity actually carried on in the City. To the extent federal or state law requires that any tax due from any taxpayer be apportioned, the taxpayer may indicate said apportionment on his or her tax return. The Tax Administrator may promulgate administrative procedures for apportionment as he or she finds useful or necessary.

### **3-2.8.180      Constitutionality and legality.**

This tax is intended to be applied in a manner consistent with the United States and California Constitutions and state law. None of the tax provided for by this Article shall be applied in a manner that causes an undue burden upon interstate commerce, a violation of the equal protection or due process clauses of the Constitutions of the United States or the State of California or a violation of any other provision of the California Constitution or state law. If a person believes that the tax, as applied to him or her, is impermissible under applicable law, he or she may request that the tax administrator release him or her from the obligation to pay the impermissible portion of the tax.

### **3-2.8.190      Audit and examination of premises and records.**

A. For the purpose of ascertaining the amount of cannabis business tax owed or verifying any representations made by any taxpayer to the City in support of his or her tax calculation, the Tax Administrator shall have the power to inspect any location where commercial cannabis cultivation occurs and to audit and examine all books and records (including, but not limited to bookkeeping records, state and federal income tax returns, and other records relating to the gross receipts of the business) of persons engaged in cannabis businesses. In conducting such investigation, the tax administrator shall have the power to inspect any equipment, such as computers or point of sale machines, that may contain such records.

B. It shall be the duty of every person liable for the collection and payment to the City of any tax imposed by this Article to keep and preserve, for a period of at least three (3) years, all records as may be necessary to determine the amount of such tax as he or she may have been liable for the collection of and payment to the City, which records the Tax Administrator or his/her designee shall have the right to inspect at all reasonable times.

### **3-2.8.200      Other licenses, permits, taxes, fees or charges.**

A. Nothing contained in this Article shall be deemed to repeal, amend, be in lieu of, replace or in any way affect any requirements for any permit or license required by,

under or by virtue of any provision of any other article of this code or any other ordinance or resolution of the City, nor be deemed to repeal, amend, be in lieu of, replace or in any way affect any tax, fee or other charge imposed, assessed or required by, under or by virtue of any other article of this code or any other ordinance or resolution of the City. Any references made or contained in any other article of this code to any licenses, license taxes, fees, or charges, or to any schedule of license fees, shall be deemed to refer to the licenses, license taxes, fees or charges, or schedule of license fees, provided for in other article of this code.

- B. Notwithstanding subdivision (A) of this Section a cannabis business shall not be required to pay the license fee required by Division 2 of Article 3 of Chapter 2 of Title 3 of this Code so long as all of business's activities within the City that would require payment of a license fee are activities subject to the cannabis business tax.
- C. The tax administrator may revoke or refuse to renew the license required by Section 3-3.2.201 of this Code for any business that is delinquent in the payment of any tax due pursuant to this Article or that fails to make a deposit required by the tax administrator pursuant to Section 3-2.8.060.

**3-2.8.210 Payment of tax does not authorize unlawful business.**

A. The payment of a cannabis business tax required by this Article, and its acceptance by the City, shall not entitle any person to carry on any cannabis business unless the person has complied with all of the requirements of this Code and all other applicable state laws.

B. No tax paid under the provisions of this Article shall be construed as authorizing the conduct or continuance of any illegal or unlawful business, or any business in violation of any local or state law.

**3-2.8.220 Deficiency determinations.**

If the Tax Administrator is not satisfied that any statement filed as required under the provisions of this Article is correct, or that the amount of tax is correctly computed, he or she may compute and determine the amount to be paid and make a deficiency determination upon the basis of the facts contained in the statement or upon the basis of any information in his or her possession or that may come into his or her possession within three (3) years of the date the tax was originally due and payable. One or more deficiency determinations of the amount of tax due for a period or periods may be made. When a person discontinues engaging in a business, a deficiency determination may be made at any time within three (3) years thereafter as to any liability arising from engaging in such business whether or not a deficiency determination is issued prior to the date the tax would otherwise be due. Whenever a deficiency determination is made, a notice shall be given to the person concerned in the same manner as notices of assessment are given under Section 3-2.8.240.

### **3-2.8.230 Failure to report—nonpayment, fraud.**

A. Under any of the following circumstances, the Tax Administrator may make and give notice of an assessment of the amount of tax owed by a person under this Article at any time:

1. If the person has not filed a complete statement required under the provisions of this Article;
2. If the person has not paid the tax due under the provisions of this Article;
3. If the person has not, after demand by the Tax Administrator, filed a corrected statement, or furnished to the Tax Administrator adequate substantiation of the information contained in a statement already filed, or paid any additional amount of tax due under the provisions of this Article; or
4. If the Tax Administrator determines that the nonpayment of any business tax due under this Article is due to fraud, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to penalties and interest otherwise stated in this Article and any other penalties allowed by law.

B. The notice of assessment shall separately set forth the amount of any tax known by the Tax Administrator to be due or estimated by the Tax Administrator, after consideration of all information within the Tax Administrator's knowledge concerning the business and activities of the person assessed, to be due under each applicable section of this Article, and shall include the amount of any penalties or interest accrued on each amount to the date of the notice of assessment.

### **3-2.8.240 Tax assessment - notice requirements.**

The notice of assessment shall be served upon the person either by personal delivery, or by a deposit of the notice in the United States mail, postage prepaid thereon, addressed to the person at the address of the location of the business or to such other address as he or she shall register with the Tax Administrator for the purpose of receiving notices provided under this Article; or, should the person have no address registered with the Tax Administrator for such purpose, then to such person's last known address. For the purposes of this Section, a service by mail is complete at the time of deposit in the United States mail.

### **3-2.8.250 Tax assessment - hearing, application and determination.**

Within thirty (30) days after the date of service the person may apply in writing to the Tax Administrator for a hearing on the assessment. If application for a hearing before the City is not made within the time herein prescribed, the tax assessed by the Tax Administrator shall become final and conclusive. Within thirty (30) days of the receipt of any such application for hearing, the Tax Administrator shall cause the matter to be set for hearing before him or her no later than thirty (30) days after the receipt of the application, unless a later date is agreed to by



the Tax Administrator and the person requesting the hearing. Notice of such hearing shall be given by the Tax Administrator to the person requesting such hearing not later than five (5) days prior to such hearing. At such hearing said applicant may appear and offer evidence why the assessment as made by the Tax Administrator should not be confirmed and fixed as the tax due. After such hearing the Tax Administrator shall determine and reassess the proper tax to be charged and shall give written notice to the person in the manner prescribed in Section 3-2.8.240 for giving notice of assessment.

**3-2.8.260 Conviction for violation - taxes not waived.**

The conviction and punishment of any person for failure to pay the required tax shall not excuse or exempt such person from any civil action for the tax debt unpaid at the time of such conviction. No civil action shall prevent a criminal prosecution for any violation of the provisions of this Article or of any state law requiring the payment of all taxes.

**3-2.8.270 Violation deemed misdemeanor.**

Any person violating any of the provisions of this Article shall be guilty of a misdemeanor.

**3-2.8.280 Severability.**

If any provision of this Article, or its application to any person or circumstance, is determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Article or the application of this Article to any other person or circumstance and, to that end, the provisions hereof are severable.

**3-2.8.290 Remedies cumulative.**

All remedies and penalties prescribed by this Article or which are available under Title 1 of the City Code and any other provision of law or equity are cumulative. The use of one or more remedies by the City shall not bar the use of any other remedy for the purpose of enforcing the provisions of this Article.

**3-2.8.300 Amendment or repeal.**

This Article may be repealed or amended by the City Council without a vote of the people to the extent allowed by law. However, as required by Article XIII C of the California Constitution, voter approval is required for any amendment that would increase the rate of any tax levied pursuant to this Article. The people of the City of California City affirm that the following actions shall not constitute an increase of the rate of a tax:

A. The restoration of the rate of the tax to a rate that is no higher than that set by this Article, if the City Council has acted to reduce the rate of the tax;

B. An action that interprets or clarifies the methodology of the tax, or any definition applicable to the tax, so long as interpretation or clarification (even if contrary to some prior interpretation or clarification) is not inconsistent with the language of this Article; or

C. The collection of the tax imposed by this Article, even if the City had, for some period of time, failed to collect the tax.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

This Ordinance was approved and adopted by the People of the City of California City at the City's June 6, 2017 special municipal election.

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Jennifer Wood, Mayor

ATTEST:

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Denise Hilliker, City Clerk



# CITY COUNCIL

February 28, 2017

**TO:** Mayor and City Council

**FROM:** Craig Platt, Public Works Director

**SUBJECT:** Dial-a-Ride Buses Fare Boxes and Security Cameras Project Authorization for project implementation with Public Transportation Modernization, Improvement, and Service Enhancement Account Bond Program (PTMISEA) funds.

.....  
**Background:**

The City of California City received state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) for transit projects in the amount of \$89,020 for Installation of fare boxes and security cameras in the dial-a-ride buses.

City contacted several equipment vendors for mechanical non-electronic fare boxes. The City contacted security cameras experts to recommend adequate cameras for Dial-a-Ride buses and has selected CODE 3 for the installation of the security cameras and fare boxes.

The cost to install security cameras, fare boxes and the server that will automatically download and store the camera history every day is as follows:

- |                        |             |
|------------------------|-------------|
| • Bus Cameras          | \$24,500.52 |
| • Server and Equipment | \$10,418.88 |
| Total Cost             | \$34,919.40 |

This will leave excess funding available to the city of approximately \$45,020.60 and we have requested to apply these funds on bus repairs as follows.

Three dial-a ride buses broke-down and needed new transmissions. City to utilize PTMISEA funds to cover these repair expenses of \$9,855.86

**RECOMMENDATION:**

A motion to authorize the implementation of the Dial-a-Ride Buses Fare Boxes and Security Cameras Project with Public Transportation Modernization, Improvement, and Service Enhancement Account Bond Program (PTMISEA) funds, and authorize the Public Works Director and CODE 3 to complete the work.

**FISCAL IMPACT:**

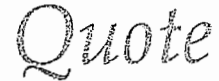
PTMISEA Funds Grant	\$89,020
Expenditures to Date	\$9,080
PTMISEA Funds remaining	\$79,940

PTMISEA does not require local match.

**ATTACHMENTS:**

Code 3 Quotes and Bus Repairs Invoices

CB2.



Date: January 19, 2017  
Quote #: [CCCH-20161209]  
Customer ID: [CCCH]  
Expiration Date: 1/31/2017

To: City of California City  
Attn: Craig Platt  
21000 Hacienda Blvd  
California City, CA 93505

[illegible]

Subtotal	\$	22,791.18
Sales Tax		1,709.34
Total	\$	24,500.52

To accept this quotation, sign here and return: \_\_\_\_\_

1823 Sabovich Street #84B Mojave, CA 93501 661 824 3431 office 866 582 2926 fax

# QUOTE CONFIRMATION



DEAR JEANIE O'LAUGHLIN,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HQRD179	1/19/2017	HQRD179	9591934	\$10,418.88

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>HPE ProLiant ML150 Gen9 - Xeon E5-2640V4 2.4 GHz - 32 GB - 0 GB</u> Mfg. Part#: 834620-S01 UNSPSC: 43211501 Contract: Standard Pricing	1	4151290	\$3,480.00	\$3,480.00
<u>HPE - hard drive - 2 TB - SAS 12Gb/s</u> Mfg. Part#: 765466-B21 UNSPSC: 43201803 Contract: Standard Pricing	6	3865405	\$780.00	\$4,680.00
<u>HPE Midline - hard drive - 500 GB - SATA 6Gb/s</u> Mfg. Part#: 655708-B21 UNSPSC: 43201803 Contract: Standard Pricing	2	2944338	\$325.00	\$650.00
<u>HP Integrated Lights-Out Advanced License 1 Server</u> Mfg. Part#: 512485-B21 UNSPSC: 43232804 Contract: Standard Pricing	1	1644616	\$290.00	\$290.00
<u>Microsoft Windows Server 2016 Standard - license</u> Mfg. Part#: 9EM-00264 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: Standard Pricing	8	4325290	\$82.39	\$659.12

<b>PURCHASER BILLING INFO</b>		<b>SUBTOTAL</b>	\$9,759.12
<b>Billing Address:</b> CITY OF CALIFORNIA CITY ACCTS PAYABLE 21000 HACIENDA BLVD CALIFORNIA CITY, CA 93505-2293 <b>Phone:</b> (760) 373-8661 <b>Payment Terms:</b> Net 30 Days-Govt State/Local		<b>SHIPPING</b>	\$0.00
		<b>SALES TAX</b>	\$659.76
		<b>GRAND TOTAL</b>	<b>\$10,418.88</b>
<b>DELIVER TO</b>		<b>Please remit payments to:</b>	
<b>Shipping Address:</b> CITY OF CALIFORNIA CITY JEANIE O'LAUGHLIN 21000 HACIENDA BLVD CALIFORNIA CITY, CA 93505-2293 <b>Phone:</b> (760) 373-8661 <b>Shipping Method:</b> FEDEX Ground		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	





## Hiro's Transmission

150 E. Ave I, Lancaster, CA 93535  
Phone: (661) 948-9332  
B.A.R.# AB115958  
FAX 661-949-2344



RO#: 1041713  
Invoiced: 01/19/2017

Page: 1

**Sold To:**

City of Cal City  
Reuben  
7800 Moss Ave.  
93505  
Pn: (760) 559-4951

**Bill To:**

City of Cal City  
Reuben  
7800 Moss Ave.  
93505  
Pn: (760) 559-4951

**Vehicle:**

2010 Ford E-450 Super Duty R..  
Eng: V10-415 6... Tran: 5R110W  
VIN: 1FDFE4FS0ADA78960  
Mileage In: 85816 Out: 85834  
P Date: Clr: WHITE  
Lic: 1304769 St: CA

**Repair Order:**

Service Writer: Julio  
PO Number:  
Date In: 01/17/2017  
Date Out: 01/19/2017  
Driver:

### Automatic Transmisison

**Customer Complain..:** Vehicle doesn't move. Towed in by Clark and Howard's.

**Diagnosis:** Vehicle doesn't move. Transmission fluid is contaminated. DPCS: P025B-Fuel Pump Motor  
Circuit: P0730-Incorrect Gear Ratio. U0109-Lost Communication with Fuel Pump Control Module.

**Recommendation:** Remove and install transmission, overhaul transmission.

Labor:	Description		Techs	Extended	
	Scan ECM for codes, testdrive to confirm		JM	0.00	
	Remove and install transmission			525.00	
	Hot Power Flush Transmission Cooling System			45.00	
	Overhaul Transmission/Transaxle		SC	675.00	
			Labor Sub Total:	1245.00	
Parts:	Part Num	Cond Description	Price Ea.	Qty	Extended
	16004AX	N REBUILD KIT. L/S, 5R110 05-UP (BONDED) W/O PISTONS	362.21	1.00	362.21
	A16010A	N FILTER, 5R110 08-UP	47.92	1.00	47.92
	D16437	N SENSOR, 5R110W FLUID TEMP 03- UP	21.42	1.00	21.42
	FM160M	R TORQUE CONVERTER, 5R110W, 6 STUDS, 110K MED STALL	553.89	1.00	553.89
	N-PART	N TRANSGO VENT KIT	33.60	1.00	33.60
	N-PART	N Coast Clutch Drum	336.00	1.00	336.00
	S16885	N SNAP RING L/R 5R110W 03-UP (SONNAX)	33.96	1.00	33.96
	U-PART	U Used OD Sungenar (41 tooth).	40.00	1.00	40.00
	VV3240	N VALVOLINE MAX LIFE SYNTHETIC FLUID	7.00	18.00	126.00
			Parts Sub Total:	1555.00	
Sublets:	Description		Price	Extended	
	Clark and Howard's tow.		375.00	375.00	
			Sublets Sub Total:	375.00	
Misc:	Description		Sold Price	Qty	Extended

I authorized the repair work listed hereon, including sublet work, to be done along with necessary materials. I acknowledge receipt of the vehicle in good condition, a copy of this Repair Order, and a copy of the Warranty. In the event it is necessary to retain an attorney to collect for the services and good shown on this invoice, the repair facility will be entitled to a reasonable attorney fee in addition to its court cost.

Parts: 1555.00  
Labor: 1245.00  
Sublets: 375.00  
Misc: 0.00

Subtotal: 3175.00  
Sales Tax: 136.06

**TOTAL: 3311.06**

Warranty local 24 months or 24,000 miles, whichever occurs first. Vehicle must be returned to this shop for all warranty repairs. See attached sheet for details.

Misc Sub Total: 0.00

Notes: P.O. Unit # 124. D.A.R. by Ruben.

Job Sub Total: 3175.00

## Contact Log

As of 01/19/2017 at 9:00 am

Date:	Time:	By:	Method:	# / Addr:	Auth By:	Additional Amt:	Revised Estimate:
01/17/2017	10:03 am	J	Phone		, Reuben	375.00	375.00
		Approved tow.					
01/17/2017	4:04 pm	J	Phone		, Reuben	2800.00	3175.00
		Approved transmission overhaul.					

## Payments

As of 01/19/2017 at 9:00 am

Transactions: No payments received.

# A "LOCAL" LIMITED TRANSMISSION

## Warranty Agreement

### HIRO'S TRANSMISSION

150 E. Avenue I, Lancaster, Ca 93535

Phone: (661) 948-9332

#### THE REPAIR SHOP NAMED ABOVE IS THE WARRANTOR

COVERING A TIME PERIOD OF 24 MONTHS from date of issue, or a maximum of 24,000 miles, whichever occurs first.

#### A. WARRANTY TERMS:

The automatic transmission work described as 5R110W on work order No. 1041713 and not including any other materials or labor or any of the other components or parts of the vehicle, is warranted to the buyer against failure caused by defects in workmanship and materials by the warrantor named above; If later repair on parts and labor purchased is necessary within the time and milage specified in the terms of this warranty, then it will be provided without charge to the buyer, within the limits of this warranty at the warrantor's shop.

The warranty covers parts, labor and the cost of replacing transmission fluid only. This warranty is only extended to the customer named. It does not cover such things as towing, loss of use, loss of earning, personal injury damages, per diem expenses, nor any other consequential or incidental damages. Warrantor's obligation under this warranty is limited to replacing or repairing defective parts and correcting defectively furnished labor.

The warrantor is responsible only for the parts and labor purchased by the customer on the invoice that prompted the issuance of this warranty, and not fo subsequent failure of, or damage resulting from, related parts or units as shown in the following: Examples of items are, but not being limited to: a. lever; b. controls; c. linkage; d. radiator; e. coolers; f. rubber mounts; g. external oil lines; h. electrical accessories. The foregoing and other parts are not normally included in or with a transmission repair/replacement.

This warranty will not be valid if the car has been used for towing purposed unless a proper transmission cooler has been installed on the car; nor will it be valid if the transmission assembly has been tampered with outside a qualified repair shop; or if it has been improperly installed by other than the shop of the warrantor; or if factory approved fluid has not been used in the assembly; or if it has been abused or damaged in an accident.

Warrantor reserves the right to refund full purchase price of goods and services purchased herein, in lieu of any claim or claims under this warranty.

#### B. HOW TO OBTAIN SERVICE - INSTRUCTIONS:

Always take the car back to the warrantor. This must be done at your own expense; the warrantor shop is not responsible for towing, shipping, or any other expense that might be incurred in transporting the car to the warrantor shop.

#### C. IMPLIED WARRANTY:

The warranty terms herein apply to both written and implied warranties. All implied warranties are limited to the terms of the written warranty. Consequential or incidental damages are not covered by this warranty. Some states do not allow limitations on how long an implied warranty lasts, or the exclusions or limitations of incidental or consequential damages; so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may have other rights which can vary from state to state.

CUSTOMER CITY OF CAL CITY DATE 1/19/17 MAKE/YEAR CAR 10 E450

LICENSE NO. 1304709 TYPE TRANSM. 5R110W MILEAGE 85834

Warranty Authorized by: [Signature] (for seller) Warranty Accepted by: [Signature] (customer or his agent)



General Information

<b>Fleet Name</b>	<b>124</b>	<b>Description:</b>	VAN
<b>Fleet ID</b>	<b>124</b>	<b>VIN/Serial Number:</b>	1FDFE4FS0ADA78960
<b>Unit ID</b>	124	<b>Licence Number:</b>	1304769
<b>Department:</b>	DAR	<b>Licence State:</b>	California
<b>Make:</b>	FORD	<b>Class:</b>	45DAYS
<b>Model:</b>	ELDOR BU E450	<b>Purchase Date:</b>	
<b>Year:</b>	2010		

Maintenance Work Order Information

**Work Order #** 1229  
**Maintenance Type** DIREC ISSUES  
**Request Date** 1/19/2017  
**Work Requested** OVERHAUL TRANSMISSION  
**Requested By** R.M.  
**Completed Date** 1/23/2017  
**Mileage** 85834  
**Hours** 0  
**Maintenance Status** 002: Completed  
**Assigned To** Ruben Munoz

**Description**

UNIT WAS TOWED TO HIROS TRANSMISSION TO OVERHAUL TRANSMISSION. DROVED UNIT BACK TO CENTRAL GARAGE.  
 PARTS LABOR AND TOWING: TOTAL \$3,311.06

Parts Used

Part	Part #	Used Date	Vendor	Description	Amount	Units	Unit Cost	Total Cost
TRANSMISSION	INVOICE # 1041713	2/16/2017	HIROS TRANS.	OVERHAUL TRANSMISSION AND TOW	1	Each	\$3,311.00	\$3,311.00
								Total Cost \$3,311.00

Assigned Mechanics

Employee	Hours	Multiplier	Rate	Total Cost
LYONEL LOUNDERMON	2	1	12.00	\$24.00
Ruben Munoz	2	1	26.29	\$52.58
<b>Total Cost</b>				<b>\$76.58</b>
<b>Total Cost</b>				<b>\$3,387.58</b>



UNIT # 123 D.A.R.

**Hiro's Transmission**

150 E. Ave I, Lancaster, CA 93535

Phone: (661) 948-9332

B.A.R.# AB115958

FAX 661-949-2344



RO#: 1040906

Invoiced: 04/27/2016

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**Sold To:**  
City of Cal City  
Reuben**Bill To:**  
City of Cal City  
Reuben**Vehicle:**  
2010 Ford E-450 Super Duty R..  
Eng: V10-415 6... Tran: 5R110W  
VIN: 1FDFE4FS4ADA786959  
Mileage In: 68488 Out: 68541  
P Date: Clr:  
Lic: 1304768 St: CA**Repair Order:**  
Service Writer: Jeff  
PO Number:  
Date In: 04/21/2016  
Date Out: 04/27/2016  
Driver: Reuben

Pn: (760) 559-4951

Pn: (760) 559-4951

**Automatic Transmisison****Customer Compln.:** Tow in by Clark and Howard Tow. check no move.**Diagnosis:** P0730 gear ratio. No move forward or reverse.**Recommendation:** remove and install transmission, overhaul transmission.

Labor:	Description	Techs Extended	
		MA, MA	0.00
	Scan ECM for codes, testdrive to confirm		
	Remove and install transmission		525.00
	Overhaul Transmission/Transaxle	SC	675.00
	Hot Power Flush Transmission Cooling System		0.00

**Labor Sub Total:** 1200.00

Parts:	Part Num	Cond	Description	Price Ea.	Qty	Extended
	16004AX	N	REBUILD KIT. L/S, 5R110 05-UP (BONDED) W/O PISTONS	323.05	1.00	323.05
	16010A	N	FILTER, 5R110 08-UP	70.17	1.00	70.17
	16421	N	SOLENOID, 5R110W DIRECT (2 REQUIRED) 03-UP	58.95	1.00	58.95
	16425	N	SOLENOID, 5R110W TCC (4 REQUIRED)	60.95	1.00	60.95
	16431	N	SOLENOID, FORD 5R110W EPC 03- UP	108.63	1.00	108.63
	D16437	N	SENSOR, 5R110W FLUID TEMP 03- UP	21.42	1.00	21.42
	FM160L	R	TORQUE CONVERTER, 5R110W, 6 STUDS, 95K LOW STALL	469.96	1.00	469.96
	N-PART	N	VALVOLINE MAX LIFE SYNTHETIC MULTI FLUID	7.00	18.00	126.00
	R-PART	R	REBUILT PUMP STATOR	122.50	1.00	122.50
	T16165	N	TRANSGO SHIFT KIT, 5R110W (FORD TORQS HIFT) VANS/SUVS GAS & DIESELS	89.60	1.00	89.60
	016559B	U	USED COAST CLUTCH DRUM	148.50	1.00	148.50

**Parts Sub Total:** 1599.73

Sublets:	Description	Price Extended	
		Price	Extended
	Clark and Howard tow	150.00	150.00

**Sublets Sub Total:** 150.00

I authorized the repair work listed hereon, including sublet work, to be done along with necessary materials. I acknowledge receipt of the vehicle in good condition, a copy of this Repair Order, and a copy of the Warranty. In the event it is necessary to retain an attorney to collect for the services and goods shown on this invoice, the repair facility will be entitled to a reasonable attorney fee in addition to its court cost.

**Parts:** 1599.73  
**Labor:** 1200.00  
**Sublets:** 150.00  
**Misc:** 0.00**Subtotal:** 2949.73  
**Sales Tax:** 143.98**TOTAL:** 3093.71  
**Balance:** 3093.71

Customer Signature

Date

# A "LOCAL" LIMITED TRANSMISSION

## Warranty Agreement

### HIRO'S TRANSMISSION

150 E. Avenue I, Lancaster, Ca 93535

Phone: (661) 948-9332

#### THE REPAIR SHOP NAMED ABOVE IS THE WARRANTOR

COVERING A TIME PERIOD OF 24 MONTHS from date of issue, or a maximum of 24,000 miles, whichever occurs first.

#### A. WARRANTY TERMS:

The automatic transmission work described as 5R110W on work order No. 1040906 and not including any other materials or labor or any of the other components or parts of the vehicle, is warranted to the buyer against failure caused by defects in workmanship and materials by the warrantor named above; If later repair on parts and labor purchased is necessary within the time and milage specified in the terms of this warranty, then it will be provided without charge to the buyer, within the limits of this warranty at the warrantor's shop.

The warranty covers parts, labor and the cost of replacing transmission fluid only. This warranty is only extended to the customer named. It does not cover such things as towing, loss of use, loss of earning, personal injury damages, per diem expenses, nor any other consequential or incidental damages. Warrantor's obligation under this warranty is limited to replacing or repairing defective parts and correcting defectively furnished labor.

The warrantor is responsible only for the parts and labor purchased by the customer on the invoice that prompted the issuance of this warranty, and not for subsequent failure of, or damage resulting from, related parts or units as shown in the following: Examples of items are, but not being limited to: a. lever; b. controls; c. linkage; d. radiator; e. coolers; f. rubber mounts; g. external oil lines; h. electrical accessories. The foregoing and other parts are not normally included in or with a transmission repair/replacement.

This warranty will not be valid if the car has been used for towing purposed unless a proper transmission cooler has been installed on the car: nor will it be valid if the transmission assembly has been tampered with outside a qualified repair shop; or if it has been improperly installed by other than the shop of the warrantor: or if factory approved fluid has not been used in the assembly; or if it has been abused or damaged in an accident.

Warrantor reserves the right to refund full purchase price of goods and services purchased herein, in lieu of any claim or claims under this warranty.

#### B. HOW TO OBTAIN SERVICE - INSTRUCTIONS:

Always take the car back to the warrantor. This must be done at your own expense; the warrantor shop is not responsible for towing, shipping, or any other expense that might be incurred in transporting the car to the warrantor shop.

#### C. IMPLIED WARRANTY:

The warranty terms herein apply to both written and implied warranties. All implied warranties are limited to the terms of the written warranty. Consequential or incidental damages are not covered by this warranty. Some states do not allow limitations on how long an implied warranty lasts, or the exclusions or limitations of incidental or consequential damages; so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may have other rights which can vary from state to state.

CUSTOMER CITY OF CAR CITY DATE 4/24/14 MAKE/YEAR CAR 2010 FORD EX50

LICENSE NO. 1304768 TYPE TRANSM. 5R110W MILEAGE 62,498

Warranty Authorized by: [Signature] (for seller) Warranty Accepted by: [Signature] (customer or his agent)





## General Information

<b>Fleet Name</b>	<b>123</b>	<b>Description:</b>	D.A.R.
<b>Fleet ID</b>	<b>123</b>	<b>VIN/Serial Number:</b>	1FD4E4FS4ADA78959
<b>Unit ID</b>	123	<b>Licence Number:</b>	1304768
<b>Department:</b>	DAR	<b>Licence State:</b>	California
<b>Make:</b>	FORD	<b>Class:</b>	45DAYS
<b>Model:</b>	ELDOR BU E450	<b>Purchase Date:</b>	
<b>Year:</b>	2010		

## Maintenance Work Order Information

**Work Order #** 938  
**Maintenance Type** DIREC ISSUES  
**Request Date** 4/27/2016  
**Work Requested** TRANS WORK  
**Requested By** R.M.  
**Completed Date** 4/27/2016  
**Mileage** 68541  
**Hours** 0  
**Maintenance Status** 002: Completed  
**Assigned To** Ruben Munoz

## Description

UNIT WAS TOWED TO HIROS TRANSMISSION IN LANCASTER FOR TRANS OVERHAUL. PARTS, LABOR AND TOW SERVICE.  
 \$ 3,093.71 WARRANTY 24 MONTHS OR 24,000 MILES.

## Parts Used

Part	Part #	Used Date	Vendor	Description	Amount	Units	Unit Cost	Total Cost
TRANSMISSION	INVOICE # 1040906	2/23/2017	HIROS TRANS.	OVERHAUL TRANSMISSION AND TOW	1	Each	\$3,093.00	\$3,093.00
								Total Cost \$3,093.00

## Assigned Mechanics

Employee	Hours	Multiplier	Rate	Total Cost
New Employee	2	1	11.00	\$22.00
Ruben Munoz	2	1	26.29	\$52.58
<b>Total Cost</b>				<b>\$74.58</b>
<b>Total Cost</b>				<b>\$3,167.58</b>



## Hiro's Transmission

150 E. Ave I, Lancaster, CA 93535

Phone: (661) 948-9332

B.A.R.# AB115958

FAX 661-949-2344



RO#: 1041319

Invoiced: 09/21/2016

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<b>Sold To:</b> City of Cal City Reuben 7800 Moss Ave. 93505 Pn: (760) 559-4951	<b>Bill To:</b> City of Cal City Reuben 7800 Moss Ave. 93505 Pn: (760) 559-4951	<b>Vehicle:</b> 2010 Ford E-450 Super Duty R.. Eng: V10-415 6... Tran: 5R110W VIN: 1FDFE4FS2ADA78658 Mileage In: 89698 Out: 89708 P Date: Clr: WHITE Lic: 1304767 St: CA	<b>Repair Order:</b> Service Writer: Julio PO Number: Date In: 09/13/2016 Date Out: 09/21/2016 Driver:
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### Automatic Transmisison

**Customer Complain..:** Doesn't move. Towed in by Clark & Howard's.

**Diagnosis:** Unable to road test. Doesn't move forward or reverse.  
DTCS: ABS 2 faults. PCM 4 faults. 1) P0730-Incorrect gear ratio. 2) P0756- Shift Solenoid B Performance. 3) P2701- Trans Element B Performance.

**Recommendation:** Remove and install transmission, overhaul transmission.

Labor:	Description	Techs	Extended
	overhaul transmission on bench		600.00
	Remove and install transmission		525.00
	Hot Power Flush Transmission Cooling System		45.00
	Scan ECM for codes, testdrive to confirm		0.00

**Labor Sub Total:** 1170.00

Parts:	Part Num	Cond	Description	Price Ea.	Qty	Extended
	16004AX	N	REBUILD KIT. L/S, 5R110 05-UP (BONDED) W/O PISTONS	402.21	1.00	402.21
	16010A	N	FILTER, 5R110 08-UP	74.85	1.00	74.85
	16421	N	SOLENOID, 5R110W DIRECT 03-UP	62.88	1.00	62.88
	16425	N	SOLENOID, 5R110W TCC	65.01	1.00	65.01
	16431	N	SOLENOID, FORD 5R110W EPC 03- UP	134.15	1.00	134.15
	D16437	N	SENSOR, 5R110W FLUID TEMP 03- UP	21.42	1.00	21.42
	FM160L	R	TORQUE CONVERTER, 5R110W, 6 STUDS, 95K STALL	502.37	1.00	502.37
	N-PART	N	VALVOLINE MAX LIFE SYNTHETIC MULTI FLUID	7.00	18.00	126.00
	N-PART	N	COAST CLUTCH DRUM 41T	206.25	1.00	206.25
	U16979K	U	SPRING/RETAINER ASSY, 5R110W, COAST03-UP	35.46	1.00	35.46

**Parts Sub Total:** 1630.60

Sublets:	Description	Price	Extended
	Clark and Howard Towing	300.00	300.00

**Sublets Sub Total:** 300.00

authorized the repair work listed hereon, including sublet work, to be done along with necessary materials. I acknowledge receipt of the vehicle in good condition, a copy of this Repair Order, and a copy of the Warranty. In the event it is necessary to retain an attorney to collect for the services and good shown on this invoice, the repair facility will be entitled to a reasonable attorney fee in addition to its court cost.

**Parts:** 1630.60  
**Labor:** 1170.00  
**Sublets:** 300.00  
**Misc:** 0.00

**Subtotal:** 3100.60  
**Sales Tax:** 146.75

**TOTAL:** 3247.35  
**Balance:** 3247.35

Customer Signature

Date

Misc:	Description	Sold Price	Qty	Extended
	Warranty local 24 months or 24,000 miles, whichever occurs first. Vehicle must be returned to this shop for all warranty repairs. See attached sheet for details.	0.00	1.00	0.00
Misc Sub Total:				0.00
Job Sub Total:				3100.60

**Contact Log**

As of 09/21/2016 at 9:27 am

Date:	Time:	By:	Method:	# / Addr:	Auth By:	Additional Amt:	Revised Estimate:
09/13/2016	11:50 am	J	Phone		, Reuben	3100.00	3100.00
Go ahead with transmission overhaul.							

**Payments**

As of 09/21/2016 at 9:27 am

Transactions:	No payments received.
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# A "LOCAL" LIMITED TRANSMISSION Warranty Agreement

## HIRO'S TRANSMISSION

150 E. Avenue I, Lancaster, Ca 93535  
Phone: (661) 948-9332

### THE REPAIR SHOP NAMED ABOVE IS THE WARRANTOR

COVERING A TIME PERIOD OF 24 MONTHS from date of issue, or a maximum of 24,000 miles,  
whichever occurs first.

#### A. WARRANTY TERMS:

The automatic transmission work described as 5R110W on work order No. 1041319 and not including any other materials or labor or any of the other components or parts of the vehicle, is warranted to the buyer against failure caused by defects in workmanship and materials by the warrantor named above; If later repair on parts and labor purchased is necessary within the time and milage specified in the terms of this warranty, then it will be provided without charge to the buyer, within the limits of this warranty at the warrantor's shop.

The warranty covers parts, labor and the cost of replacing transmission fluid only. This warranty is only extended to the customer named. It does not cover such things as towing, loss of use, loss of earning, personal injury damages, per diem expenses, nor any other consequential or incidental damages. Warrantor's obligation under this warranty is limited to replacing or repairing defective parts and correcting defectively furnished labor.

The warrantor is responsible only for the parts and labor purchased by the customer on the invoice that prompted the issuance of this warranty, and not fo subsequent failure of, or damage resulting from, related parts or units as shown in the following: Examples of items are, but not being limited to: a. lever; b. controls; c. linkage; d. radiator; e. coolers; f. rubber mounts; g. external oil lines; h. electrical accessories. The foregoing and other parts are not normally included in or with a transmission repair/replacement.

This warranty will not be valid if the car has been used for towing purposed unless a proper transmission cooler has been installed on the car; nor will it be valid if the transmission assembly has been tampered with outside a qualified repair shop; or if it has been improperly installed by other than the shop of the warrantor; or if factory approved fluid has not been used in the assembly; or if it has been abused or damaged in an accident.

Warrantor reserves the right to refund full purchase price of goods and services purchased herein, in lieu of any claim or claims under this warranty.

#### B. HOW TO OBTAIN SERVICE - INSTRUCTIONS:

Always take the car back to the warrantor. This must be done at your own expense; the warrantor shop is not responsible for towing, shipping, or any other expense that might be incurred in transporting the car to the warrantor shop.

#### C. IMPLIED WARRANTY:

The warranty terms herein apply to both written and implied warranties. All implied warranties are limited to the terms of the written warranty. Consequential or incidental damages are not covered by this warranty. Some states do not allow limitations on how long an implied warranty lasts, or the exclusions or limitations of incidental or consequential damages; so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may have other rights which can vary from state to state.

CUSTOMER CITY OF CAL CITY DATE 9/21/14 MAKE/YEAR CAR 2010 FORD B45D  
LICENSE NO. 1304767 TYPE TRANSM. 5R110W MILEAGE 89,708

Warranty Authorized by: [Signature] (for seller)  
Warranty Accepted by: [Signature] (customer or his agent)



## General Information

<b>Fleet Name</b>	<b>122</b>	<b>Description:</b>	DIAL-A-RIDE
<b>Fleet ID</b>	<b>122</b>	<b>VIN/Serial Number:</b>	1FDFE4FS2ADA78958
<b>Unit ID</b>	<b>122</b>	<b>Licence Number:</b>	1304767
<b>Department:</b>	DAR	<b>Licence State:</b>	California
<b>Make:</b>	FORD	<b>Class:</b>	45DAYS
<b>Model:</b>	ELDOR BU E450	<b>Purchase Date:</b>	
<b>Year:</b>	2010		

## Maintenance Work Order Information

**Work Order #** 1096  
**Maintenance Type** DIREC ISSUES  
**Request Date** 9/13/2016  
**Work Requested** OVERHAUL TRANS.  
**Requested By** R.M.  
**Completed Date** 9/21/2016  
**Mileage** 89708  
**Hours** 0  
**Maintenance Status** 002: Completed  
**Assigned To** Ruben Munoz

## Description

UNIT WAS TOWED TO HIRO'S TRANSMISSION FOR REPAIRS. R/R TRANS AND OVERHAUL TRANS. DROVED UNIT BACK TO CENTRAL GARAGE. TOTAL \$3247.35

## Parts Used

Part	Part #	Used Date	Vendor	Description	Amount	Units	Unit Cost	Total Cost
TRANSMISSION	INVOICE #1041319	2/23/2017	HIROS TRANS.	OVERHAUL TRANSMISSION AND TOW	1	Each	\$3,247.00	\$3,247.00
								Total Cost \$3,247.00

## Assigned Mechanics

Employee	Hours	Multiplier	Rate	Total Cost
Ruben Munoz	2	1	26.29	\$52.58
				Total Cost \$52.58
				Total Cost \$3,299.58

**STAFF REPORT**  
**For**  
**City Council**

**Council Meeting Date: February 28, 2017**

**To: Mayor and Council**

**From: OHV Recreation Staff**

**Subject: OHMVR Division 2017/2018 Grant Year Applications:**  
**Law Enforcement**  
**Ground Operations**

**Background:** California City Police Department annually applies for off-highway recreation related grants each year from the State of California Parks Department Off-Highway Motorized Vehicle Recreation (OHMVR) division. At the request of the city manager, staff is presenting drafts of each grant application cost estimate to council for review. The preliminary grant applications are due not later than 5pm, Monday, March 6, 2017. It is the desire of staff to have the grants completed and ready for submission not later than 5pm, Friday, March 3, 2017 to ensure the grants are submitted in a timely and complete manner. There is a public comment period allowed in the grant regulations from March 7 through April 3, 2017 whereby any public person can make comments on the grant applications for any agency/non-profit who has applied for grants in the program. Grant applicants **may** take into consideration the comments and change **only** the items commented upon during the public comment period.

Attached to this report are the cost estimates (draft) for review.

**Recommendation:** City Council approves the grant cost estimate document as presented.

**Fiscal Impact:** There is no fiscal impact until we are granted funds.

**Environmental Impact:** None noted for the grant applications

**Submitted:** OHV Recreation Staff

NBI.



Project Cost Estimate for Grants and Cooperative Agreements Program - 2016/2017  
 Agency: City of California City  
 Application: Law Enforcement

2/22/2017

FOR OFFICE USE ONLY:		Version # _____	APP # _____
<b>APPLICANT NAME :</b>	City of California City		
<b>PROJECT TITLE :</b>	Law Enforcement	<b>PROJECT NUMBER (Division use only) :</b>	G16-03-26-L01
<b>PROJECT TYPE :</b>	<input checked="" type="checkbox"/> Law Enforcement <input type="checkbox"/> Restoration <input type="checkbox"/> Education & Safety <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> Ground Operations <input type="checkbox"/> Planning		
<b>PROJECT DESCRIPTION :</b>	This project will provide for OHV related law enforcement work within the City of California City jurisdiction. There is an increased need for OHV law enforcement and patrol both in the populated area of California City and in the OHV recreation area and the staffing level requirement has subsequently increased. The activities performed will include, but are not limited to, OHV patrol of both the populated area of California City as well as the OHV recreation area, barrier installation, maps, search and rescue and purchase of equipment related to such activities. The California City riding area sits in a triangle bordered by State Route Highways 14, 395 and 58. This includes areas of Kern and San Bernardino counties, and the Bureau of Land Management Rands Mountain management area. Visitors and residents are provided with educational informaiton with maps and brochures regarding the area as well as safe and responsible OHV recreation.  Officers woking the Desert Incident Response Team (D.I.R.T.) assignment are provided with safety and enforcement training to include city permits and state OHV laws.		

	Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
<b>DIRECT EXPENSES</b>								
<b>Program Expenses</b>								
1	<b>Staff</b>							
	1. Supervisor Notes : One supervisor at 75% full-time- Patrol Sgt. will coordinate and manage LE and volunteers, year-round patrols, OHV events and search and rescue operations. A second administrative Sergeant is requested in the indirect section of this grant application as OHV calls are made 24 hours per day and it is necessary for us to have a supervisor available, both morning and afternoon shifts. Both Sergeants will handle all types of OHV calls and	1648.0000	50.000	HRS	62,400.00	20,000.00	0.00	82,400.00

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Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
emergencies.							
2. Law Enforcement Officers Notes : Six full-time law enforcement officers working 40% of their shifts in OHV response area. LEOs respond to up to 50 OHV related calls on busy weekends and almost daily to complaints of off-route or in-city travel. At times there are simultaneous calls and this requires more than one officer to respond to these types of calls.	6240.0000	40.000	HRS	163,698.00	85,902.00	0.00	249,600.00
3. Law Enforcement Officers Notes : Part-time LE Reservists assisting regular LEOs on heavy-use OHV holiday weekends and call-out search and rescue operations.	4160.0000	25.000	HRS	79,000.00	25,000.00	0.00	104,000.00
4. Technician Notes : Park Information Clerks working the main counter at Borax Bill Park. These employees issue local permits, provide local riding rules and maps, and assist in the coordination of emergency personnel in locating injured or missing riders. Technicians are full-time city staff specially trained in emergency response coordination and are only used for law enforcement purposes.	300.0000	30.000	HRS	9,000.00	0.00	0.00	9,000.00
5. Park Aid Notes : Two part-time park staff assisting OHV visitors with maps, information, traffic control of OHVs in and around Borax Bill Park during peak times of congestion, distributing safety fliers. Only LE activities will be claimed under LE grant. Any other ground operations performed by park aids will be under ground operations grant.	2100.0000	15.000	HRS	30,500.00	1,000.00	0.00	31,500.00

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Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
6. D.I.R.T. Volunteer-LE/S&R/Informat Notes : Volunteers who assist law enforcement in camp checks and search and rescue operations.	400.0000	14.000	HRS	0.00	5,600.00	0.00	5,600.00
<b>Total for Staff</b>				344,598.00	137,502.00	0.00	482,100.00
<b>2 Contracts</b>							
1. Air Time Notes : Rental helicopter to patrol OHV response area. Unit will perform the following but not limited to patrol for OHV trespass, off-trail violations, search for lost riders, and transport emergency personnel to remote OHV accident scenes.	80.0000	350.000	HRS	28,000.00	0.00	0.00	28,000.00
<b>3 Materials / Supplies</b>							
1. Emergency Medical Supplies Notes : Emergency Medical Supplies for use in the OHV response area	12.0000	400.000	MOS	4,800.00	0.00	0.00	4,800.00
2. Safety Equipment Notes : Personnel and volunteer issue safety boots for traversing rough terrain during rescue and LE contacts, jackets, high-visibility safety vests for air ambulance landings or maintenance, response gear. Outfit 20 personnel as needed per level of training.	20.0000	200.000	MISC	4,000.00	0.00	0.00	4,000.00
3. Equipment and Vehicle Supplies Notes : Vehicle equipment, MDT parts, special equipment repairs, antennas and batteries.	12.0000	600.000	MOS	7,200.00	0.00	0.00	7,200.00
4. Signs Notes : Replace legal signage at entrances to OHV area and Borax Bill Park, OHV speed limit signs and caution signs near camp sites, city OHV public	4.0000	1000.000	EA	4,000.00	0.00	0.00	4,000.00

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	Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
	spaces, etc.							
	5. Safety Equipment Notes : Radios needed for communication between officers working in the OHV riding area and police dispatch.	4.0000	950.000	EA	1,900.00	1,900.00	0.00	3,800.00
<b>Total for Materials / Supplies</b>					21,900.00	1,900.00	0.00	23,800.00
4	<b>Equipment Use Expenses</b>							
	1. Vehicle Operations and Maintenance Notes : Vehicle maintenance of ten vehicles in OHV fleet including LE trucks, side-by-sides, quads and used military vehicles such as Humvees	12.0000	500.000	MOS	5,000.00	1,000.00	0.00	6,000.00
	2. Vehicle Operations and Maintenance Notes : Gallons of fuel for LE vehicles deployed in OHV response area	1800.0000	4.000	EA	7,200.00	0.00	0.00	7,200.00
	3. Equipment Rental Notes : Total Days: Rental of City Vehicles (Not purchased with OHV grants) that will be used for OHV LE patrols and responses. Cumulative of all vehicles used per day of deployment over this grant cycle.	1000.0000	17.100	HRS	0.00	17,100.00	0.00	17,100.00
<b>Total for Equipment Use Expenses</b>					12,200.00	18,100.00	0.00	30,300.00
5	<b>Equipment Purchases</b>							
6	<b>Others</b>							
<b>Total Program Expenses</b>					406,698.00	157,502.00	0.00	564,200.00
<b>TOTAL DIRECT EXPENSES</b>					406,698.00	157,502.00	0.00	564,200.00
<b>INDIRECT EXPENSES</b>								



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Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
<b>Indirect Costs</b>							
<b>1 Indirect Costs</b>							
1. Indirect Costs-Project manager Notes : Project management cost including but not limited to payroll, scheduling, invoice preparation, expense tracking, and copy expenses	1040.0000	30.000	HRS	21,200.00	10,000.00	0.00	31,200.00
2. Indirect Costs-Electricity Notes : Per month electricity cost for Borax Bill Park Station/Command Post Building. Does not include bathroom/shower facility expense covered under ground operations grant.	12.0000	600.000	MOS	7,200.00	0.00	0.00	7,200.00
3. Indirect Costs-Water service Notes : Water service fee for Borax Bill Park Station/Command Post building.	12.0000	300.000	MOS	3,600.00	0.00	0.00	3,600.00
4. Indirect Costs-Administrative Sergeant Notes : The Administrative Sergeant will create scheduling and handle legal issues of the city's OHV program as well as coordinate with all allied agencies. OHV calls are made 24 hours per day, thus the need for both an administrative sergeant and a patrol sergeant (request made for the patrol sergeant under the Staff category in this grant application). The administrative sergeant will also respond to OHV calls and emergencies on an as needed basis.	325.0000	50.000	HRS	16,250.00	0.00	0.00	16,250.00
5. Indirect Costs-Office Supplies Notes : Office supplies such as paper, toner, envelopes, forms.	12.0000	100.000	MOS	1,200.00	0.00	0.00	1,200.00
<b>Total for Indirect Costs</b>				49,450.00	10,000.00	0.00	59,450.00

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Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
Total Indirect Costs				49,450.00	10,000.00	0.00	59,450.00
TOTAL INDIRECT EXPENSES				49,450.00	10,000.00	0.00	59,450.00
TOTAL EXPENDITURES				456,148.00	167,502.00	0.00	623,650.00

Project Cost Summary for Grants and Cooperative Agreements Program - 2016/2017  
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	Category	Grant Req.	Match	Inkind	Total	Narrative
<b>DIRECT EXPENSES</b>						
<b>Program Expenses</b>						
1	Staff	344,598.00	137,502.00	0.00	482,100.00	
2	Contracts	28,000.00	0.00	0.00	28,000.00	
3	Materials / Supplies	21,900.00	1,900.00	0.00	23,800.00	
4	Equipment Use Expenses	12,200.00	18,100.00	0.00	30,300.00	
5	Equipment Purchases	0.00	0.00	0.00	0.00	
6	Others	0.00	0.00	0.00	0.00	
<b>Total Program Expenses</b>		406,698.00	157,502.00	0.00	564,200.00	
<b>TOTAL DIRECT EXPENSES</b>		406,698.00	157,502.00	0.00	564,200.00	
<b>INDIRECT EXPENSES</b>						
<b>Indirect Costs</b>						
1	Indirect Costs	49,450.00	10,000.00	0.00	59,450.00	
<b>Total Indirect Costs</b>		49,450.00	10,000.00	0.00	59,450.00	
<b>TOTAL INDIRECT EXPENSES</b>		49,450.00	10,000.00	0.00	59,450.00	
<b>TOTAL EXPENDITURES</b>		456,148.00	167,502.00	0.00	623,650.00	



Project Cost Estimate for Grants and Cooperative Agreements Program - 2016/2017  
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FOR OFFICE USE ONLY:		Version # _____	APP # _____
APPLICANT NAME :	City of California City		
PROJECT TITLE :	Ground Operations	PROJECT NUMBER (Division use only) :	G16-03-26-G01
PROJECT TYPE :	<input type="checkbox"/> Law Enforcement <input type="checkbox"/> Restoration <input type="checkbox"/> Education & Safety <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/> Ground Operations <input type="checkbox"/> Planning		
PROJECT DESCRIPTION :	<p>This project will assist the California City Off-highway Recreation Area/Program in supporting and sustaining OHV opportunity within the city's OHV Recreation Area. Full-time and temporary part-time workers and volunteers will maintain and improve facilities and routes available for OHV recreation. With such a large area of responsibility, there are needs to be addressed that will require a full staff and funding.</p> <ul style="list-style-type: none"> <li>• Clean,paint, repair or replace facilities such as restrooms, picnic tables/shade coverings, trash cans, bulletin boards/kiosks, signs</li> <li>• Monthly pest control treatment for park, restrooms, station building</li> <li>• Trash collection/disposal</li> <li>• Provide for utilities - electricity and water for Borax Bill Park Buildings. These costs are separate from those requested in the Law Enforcement Grant</li> <li>• Purchase GeoJot GPS program subscription for GPS camera used in documenting soils and project photos</li> <li>• Purchase maintenance and/or safety supplies (gloves, safety boots, safety vests, cleaning supplies, trash bags, toilet paper, paper towels, paint, fuel, oil and tires, cutting edges for motor grader, tires and maintenance costs for heavy equipment.</li> <li>• Maintain existing equipment such as ATVs, UTVs, other vehicles, tools and machinery used in maintenance, smog certification for appropriate vehicles, oil changes, other vehicle repair</li> <li>• Purchase and install safety, directional and public education signs</li> <li>• Post and update kiosk signs and information pieces, refill brochure supplies/maps along routes and on city properties/parks in the OHV area</li> <li>• Purchase peeler posts for safety barricades and place appropriate signage to encourage on-route travel</li> <li>• Maintenance for existing posts and signs</li> <li>• Purchase reflectors for placement on new or existing posts and signs for safety</li> <li>• Produce and print OHV rider map for the area. We will utilize a previously printed map and improve the amount of information, the size of print, and increase the size of the map to make a more reader-friendly publication</li> <li>• Perform tread work on existing routes with the use of hand tool labor and heavy equipment and install new or repair existing erosion control features (culverts/water bars) This work will allow for the upkeep and maintenance of multiple use trails as well as maintaining the provision of varied skill levels of riding within the project area</li> <li>• Perform annual route and soil monitoring and determine additional maintenance needs in accordance with the 2008 Soil Conservation Standard and Guidelines</li> <li>• Contract with Farmworker Institute of Education &amp; Leadership Development (F.I.E.L.D.) to assist with projects such as roadside clean-ups and trail work in the project area</li> </ul>		

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<ul style="list-style-type: none"><li>• Use of heavy equipment to apply materials to routes as needed to prevent and correct erosion</li><li>• Purchase a 4WD/4-door pick-up truck for the crew to use in ground operations projects</li><li>• Utilize volunteers when available</li><li>• <b>Maintain routes in the project area to ensure multi-use capabilities. Examples of multiple uses of the California City OHV routes and area include hiking, birding, equestrian trails and activities and geocaching as well as off-highway vehicle recreation.</b></li></ul> <p><b>This ground operations grant is asking for an increase of \$21,720.00 to cover various costs. The grant is requesting more funds to cover the cost of the necessary heavy equipment repairs and need for new tires. In addition, there is a need to increase staff costs to cover the full-time workers yearly pay increases (with the accompanying employment benefit expenses). In the current ground operations grant, adjustments have been made to cover the pay increases of full-time employees.</b></p>								
	Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
<b>DIRECT EXPENSES</b>								
<b>Program Expenses</b>								
<b>1</b>	<b>Staff</b>							
	1. Heavy Equipment Operator Notes : Heavy Equipment maintenance performed throughout the year by full-time personnel hired specifically for this job and occasional volunteers. Pay includes offered benefits required by the Affordable Care Act and CalPers.	2080.0000	35.000	HRS	72,800.00	0.00	0.00	72,800.00
	2. Maintenance Worker Notes : Two full-time maintenance personnel performing most aspects of ground operations projects. These activities include maintenance of Borax Bill Park such as janitorial and sanitation duties for park station, restroom facilities, maintaining RV dump station and water-fill stations, general upkeep of Borax Bill Park, trail maintenance, and sign placement and maintenance. Pay includes offered benefits required by the Affordable Care Act and CalPers. In the past, we asked for one full-time	6240.0000	25.000	HRS	156,000.00	0.00	0.00	156,000.00

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Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
person for this position but have found it to be more productive with two full-time as opposed to one full-time and other part-time workers.							
3. Park Maintenance Worker Notes : One part-time park maintenance worker to assist with projects occurring during the busiest months of the riding season, especially weekends. Pay includes offered benefits required by the Affordable Care Act and PARS	1040.0000	15.000	HRS	15,600.00	0.00	0.00	15,600.00
4. Volunteer Notes : Volunteer worker to assist with various maintenance projects.,	200.0000	12.000	HRS	0.00	2,400.00	0.00	2,400.00
<b>Total for Staff</b>				<b>244,400.00</b>	<b>2,400.00</b>	<b>0.00</b>	<b>246,800.00</b>
<b>2 Contracts</b>							
1. Commercial Trash Bins for OHV Park Notes : Commercial trash bins for Borax Bill Park. Rental of trash bins and dump fees for trash collection during busiest times of the riding season and including desert clean-up in the OHV recreation area.	12.0000	690.000	MOS	1,680.00	6,600.00	0.00	8,280.00
2. Pest Control Notes : Pest control for Borax Bill Park buildings, i.e. restroom/shower facilities, visitor information center and office.	12.0000	65.000	MOS	780.00	0.00	0.00	780.00
3. F.I.E.L.D. contract, cleanup Notes : This contract will provide for the Farmworker Institute Education Leadership Development (F.I.E.L.D.) to work with the ground operations crew on projects including but not limited to weekly	1.0000	17088.000	MISC	17,088.00	0.00	0.00	17,088.00

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Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
roadside/camp area clean-up as well as assisting in installing route markers and maintenance. Work will take place during the busiest part of the riding season -approximately 32 weeks. Contract includes crew, 2 crew members and cost of fuel each week.							
4. Rider map production and printing Notes : This item is a rider map that has all the OHV answers for the public to take advantage of the recreational opportunities in the California City OHV recreation area. These maps are needed to assist in keeping the public on named, designated routes and in providing the maps, ground operations becomes more manageable. Map will be printed on paper that has the highest recycled content available. Quantity 10,000	1.0000	10000.000	MISC	10,000.00	0.00	0.00	10,000.00
5. Electricity Notes : Electricity cost for Borax Bill Park Restroom/Shower Facilities. This line item does not include electricity costs for the Borax Bill Station/Command Post building. That item is requested under the Law Enforcement grant.	12.0000	800.000	MOS	9,600.00	0.00	0.00	9,600.00
6. Water Service Notes : Water use fees for shower facility at Borax Bill Park and the RV dump station in the OHV recreation area. This line item does not include water use fees for the Borax Bill Station/Command Post building. That item is requested under the Law Enforcement grant.	12.0000	425.000	MOS	5,100.00	0.00	0.00	5,100.00
<b>Total for Contracts</b>				44,248.00	6,600.00	0.00	50,848.00
<b>3 Materials / Supplies</b>							

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1. Water Supply Parts Notes : Repair and replacement or upgrade of water supply, restroom/shower facility parts at Borax Bill Park. Will include upgrade to pressurized, water-saving toilets in shower facility. Install 5 drinking fountains at the entrances to each of the mens/ladies restrooms (4) and one at the entrance to Borax Bill Station building.	12.0000	450.000	MOS	5,400.00	0.00	0.00	5,400.00
2. Janitorial Notes : Janitorial and restroom supplies for the restroom/shower facilities at Borax Bill Park.	12.0000	500.000	MOS	6,000.00	0.00	0.00	6,000.00
3. Signs, Hardware Notes : Signs and hardware for the placement of signs including but not limited to traffic and public safety, directional markers, caution signs and various trail markers. There is an ongoing need to maintain the signs already in place. Cost per each sign ranges from under \$3 each for decals to \$45 each or more complex signage.	300.0000	30.000	MISC	9,000.00	0.00	0.00	9,000.00
4. Lumber Notes : 4"x4" treated posts for marking route intersections. This is beneficial for OHV visitors and city staff in locating lost riders. ALL of the routes in the OHV area are named and by placing the posts, the names of the routes can be noted at each intersection. There is 187 square miles to cover and is taking several seasons to complete this portion of the project.	1000.0000	16.000	EA	16,000.00	0.00	0.00	16,000.00
5. Paint Notes : Painting supplies used to seal the bottom	200.0000	5.000	EA	1,000.00	0.00	0.00	1,000.00



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portion of the intersection posts being placed in the ground and paint used on the posts in marking the names of the routes. This request includes paint for facility/building/picnic shade cover/bulletin board/kiosks/signs repair and upkeep,							
6. Safety equipment for crew Notes : Safety boots, vests, gloves and glasses for crew members to use while working in the field and at Borax Bill Park.	225.0000	6.000	EA	1,350.00	0.00	0.00	1,350.00
7. Reflectors Notes : Reflectors and fasteners to be used on newly erected route markers and to replace damaged or missing reflectors on existing signs, sign posts, and peeler post structures.	1200.0000	2.100	EA	2,520.00	0.00	0.00	2,520.00
<b>Total for Materials / Supplies</b>				41,270.00	0.00	0.00	41,270.00
<b>4 Equipment Use Expenses</b>							
1. Fuel for Equipment/Maintenance Veh Notes : Fuel for Equipment/Maintenance vehicles in gallons. Includes unleaded gasoline and diesel fuel. 1 stake-bed service truck, 1 Ford F250 pick-up, 1 Case crawler, 1 John Deere 644E tractor, 1 Champion grader. We are requesting an additional pick-up truck under this grant application which will require fuel. On occasion fuel for 1 Kia Sorento 4WD vehicle, 1 Kubota side-by-side, 1 Kawasaki Mule side-by-side performing route/trail/park maintenance.	2250.0000	4.000	EA	9,000.00	0.00	0.00	9,000.00
2. Equipment Rental Notes : Case crawler to be used in route/trail maintenance in OHV recreation area and occasional	10.0000	802.000	DAY	0.00	8,020.00	0.00	8,020.00

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Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
ground maintenance at Borax Bill Park. Equipment Use Rates derived from United Rentals, Lancaster, CA local daily rental rates							
3. Equipment Rental Notes : Use of three Champion graders in route/trail maintenance in OHV recreation area/occasional ground maintenance at Borax Bill Park. Two graders used by city street/public works department crews to maintain dirt routes/shoulders in Subdivision Improvement (SDI) areas, a part of the OHV recreation area and is required by SDI agreement with the city. These areas are available to OHV riders for their enjoyment. Equipment Use Rates derived from United Rentals, Lancaster, CA local daily rental rates.	200.0000	895.000	DAY	0.00	179,000.00	0.00	179,000.00
4. Equipment Rental Notes : John Deere 644E used for route/trail maintenance and occasional ground maintenance at Borax Bill Park. Will be used in route maintenance project installing articulated concrete fabric for erosion control. Equipment Use Rates derived from United Rentals, Lancaster, CA local daily rental rates	45.0000	698.000	DAY	0.00	31,410.00	0.00	31,410.00
5. Cutting blades, grease, tires, mis Notes : Cutting blades, grease, tires, and other miscellaneous supplies for the repair, maintenance or replacement of these types of parts on the heavy equipment used for the project. Oil change service when needed, oil/filters/belts/hoses and other items needed for the maintenance of vehicles used in project.	25.0000	1200.000	EA	30,000.00	0.00	0.00	30,000.00



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6. Water Truck Notes : Use of the self-created 400 gallon water sprayer/trailer pulled by a Humvee Utility Truck. Used for dust control in the OHV recreation area and specifically in Borax Bill Park during heavy use times such as Thanksgiving, New Year's, President's Day and Spring Break. The closest rental item is a 2000 gallon water truck. Equipment use rates derived from United Rentals, Lancaster, CA local daily rental rates. The figure noted is extrapolated from that daily rental rate to better reflect the cost of rental as there is not a 400 gallon device on the rental market. Match rate includes the use of the Humvee Utility Truck.	10.0000	425.000	DAY	0.00	4,250.00	0.00	4,250.00
7. Vehicle Maintenance Notes : Repair and maintenance costs required for OHV vehicles and heavy equipment. These costs will include but not be limited to oil changes, filters, replacement of hoses, tires, tune-ups and most incidental repairs as a result of being used in such austere conditions. Tires are very costly for the heavy equipment and wear out quickly in our environment. This line item will include but not be limited to smog certification and other general repairs to all of the vehicles and equipment used in the ground operations projects. (100% grant funding)	12.0000	200.000	MOS	2,400.00	0.00	0.00	2,400.00
<b>Total for Equipment Use Expenses</b>				41,400.00	222,680.00	0.00	264,080.00
<b>5 Equipment Purchases</b>							
1. Pick-up Truck Notes : 4WD/4-door pick-up truck for crew use. The	1.0000	33000.000	EA	33,000.00	0.00	0.00	33,000.00

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	Line Item	Qty	Rate	UOM	Grant Req.	Match	Inkind	Total
	current vehicle used for this purpose in the fleet has needed extensive repairs in the recent past. A new vehicle with a warranty would ensure the crew is less likely to be left stranded in the OHV recreation area.							
6	Others							
Total Program Expenses					404,318.00	231,680.00	0.00	635,998.00
TOTAL DIRECT EXPENSES					404,318.00	231,680.00	0.00	635,998.00
INDIRECT EXPENSES								
Indirect Costs								
1	Indirect Costs							
	1. Indirect Costs-Project Administrator Notes : Wages for employee administering grant project. This employee's work will include preparation of grant documentation and administration. Pay includes offered benefits required by the Affordable Care Act and CalPers.	2080.0000	30.000	MOS	32,640.00	29,760.00	0.00	62,400.00
	2. Indirect Costs-Office Supplies Notes : Office supplies including but not limited to toner, paper, postage, etc.	12.0000	150.000	MOS	1,800.00	0.00	0.00	1,800.00
	3. Indirect Costs-GeoJot Subscription for G Notes : GeoJot Subscription for GPS camera used in documenting soil guideline and project photos.	1.0000	430.000	YR	430.00	0.00	0.00	430.00
Total for Indirect Costs					34,870.00	29,760.00	0.00	64,630.00
Total Indirect Costs					34,870.00	29,760.00	0.00	64,630.00
TOTAL INDIRECT EXPENSES					34,870.00	29,760.00	0.00	64,630.00
TOTAL EXPENDITURES					439,188.00	261,440.00	0.00	700,628.00

Project Cost Summary for Grants and Cooperative Agreements Program - 2016/2017  
 Agency: City of California City  
 Application: Ground Operations

2/22/2017

	Category	Grant Req.	Match	Inkind	Total	Narrative
<b>DIRECT EXPENSES</b>						
<b>Program Expenses</b>						
1	Staff	244,400.00	2,400.00	0.00	246,800.00	
2	Contracts	44,248.00	6,600.00	0.00	50,848.00	
3	Materials / Supplies	41,270.00	0.00	0.00	41,270.00	
4	Equipment Use Expenses	41,400.00	222,680.00	0.00	264,080.00	
5	Equipment Purchases	33,000.00	0.00	0.00	33,000.00	
6	Others	0.00	0.00	0.00	0.00	
<b>Total Program Expenses</b>		404,318.00	231,680.00	0.00	635,998.00	
<b>TOTAL DIRECT EXPENSES</b>		404,318.00	231,680.00	0.00	635,998.00	
<b>INDIRECT EXPENSES</b>						
<b>Indirect Costs</b>						
1	Indirect Costs	34,870.00	29,760.00	0.00	64,630.00	
<b>Total Indirect Costs</b>		34,870.00	29,760.00	0.00	64,630.00	
<b>TOTAL INDIRECT EXPENSES</b>		34,870.00	29,760.00	0.00	64,630.00	
<b>TOTAL EXPENDITURES</b>		439,188.00	261,440.00	0.00	700,628.00	

# CITY COUNCIL

February 28, 2017

**TO: Mayor and City Council**

**FROM: Tom Weil or Craig Platt**

**SUBJECT: Proposals for the Plumbing at the Pool House Building**

**BACKGROUND:** As discussed in the last Council Meeting; City Staff put out a proposal for the plumbing work at the pool house. The opportunity to bid on the project was offered to five plumbing contractors. The lowest bid for the Plumbing System was from KJI at \$106,300. Since City Council rejected the bid because it was 37% higher than our budget, City Staff approached the Plumbing Contractor that did the plumbing at the Fire Station; Christensen Construction and Plumbing. Corey the owner of Christensen Construction and Plumbing stated that he could do the plumbing work but the lowest he could do the project for would be \$68,000. If the City found the existing sewer line and exposed it for him and excluded the note to have the plumber chlorinate the lines once the project was completed.

**RECOMMENDATION:** The City Council approves, by at least a 4/5 vote, the price from Christensen Construction and Plumbing for \$68,000 to do plumbing at the Pool House Project. To keep the project within the projected construction budget Staff will use the \$5450 that was saved on the HVAC bid by going with Reliable AC & Heating and the amount that was saved by having Public Works do the over excavation on the project. Also, \$2470 would be taken out of the interior door line item. This action by Council would be allowed by Section 3-3.111.(a)(6). The other exception would be case law. *Graydon v Pasadena Redev. Agency* (1980) 104 CA3d 631. Commonly referred to as the "no competitive advantage" exception.

Accept Christensen Construction and Plumbing bid for the plumbing at \$68,000.

## **ATTACHMENTS:**

### **1. Project Proposed Budget**

## **FISCAL IMPACT:**

<b>Pool House Renovation Expenditure Account 97-7001-735</b>	<b>\$68,000</b>
(Balance is \$413,050.74 as of February 8, 2017)	

## **ENVIRONMENTAL ACTION:** N/A

*The Finance Director has reviewed the staff report and finds the recommendations to be within the budget constraints of the Department.*

NB2.





**Project Estimate**  
**NEW PREBRICATED METAL CAL CITY POOL BUILDING**

**Engineer's Estimate**

ITEM NO		UNIT OF MEASURE	EST. QNTY.	PRICE PER UNIT	TOTAL	
<b>Site Improvements</b>						
1	Site Clearing, Compaction	SF	3312	\$ 3.00	\$ 9,936.00	
2	Pre-Manufactured Metal Building	SF	2400	\$ 12.50	\$ 26,370.00	
3	Pre-Manufactured Metal Building Install	SF	2400	\$ 17.50	\$ 42,000.00	
4	Site Utilities Re-Connection/ Upgrades	LS	1	\$ 2,264.09	\$ 2,264.09	
5	Building/Site Signage	LS	1	\$ 500.00	\$ 500.00	
6	Install 4" thick Concrete Walkway	SF	912	\$ 10.00	\$ 9,120.00	
7	Temporary Relocation of Existing Electrical Transformer	LS	1	\$ 23,541.59	\$ 23,541.59	
<b>Structural Systems &amp; Building Envelope</b>				<b>Total</b>	<b>\$ 113,731.68</b>	
8	Foundation for New Metal Building	SY	25	\$ 500.00	\$ 12,500.00	
9	Install 4" thick Concrete Slab	SF	2204	\$ 8.00	\$ 17,632.00	
10	Building Conventional Light Interior Framing Construction 10' Walls	LF	300	\$ 60.00	\$ 18,000.00	
11	Building Conventional Interior Framing Construction Ceilings	SF	2400	\$ 12.00	\$ 28,800.00	
12	Concrete HVAC Unit Pad 8" Thick	SF	150	\$ 10.00	\$ 1,500.00	
13	Ceiling Insulation R-38	SF	2400	\$ 1.50	\$ 3,600.00	
14	Wall Insulation R-19	SF	3000	\$ 1.00	\$ 3,000.00	
15	Electric Strike Store Front Door, Frame, Hardware	EA	1	\$ -	\$ -	
16	Install Tubular Skylights	EA	4	\$ -	\$ -	
<b>Mechanical, Electrical, &amp; Plumbing Systems</b>				<b>Total</b>	<b>\$ 85,032.00</b>	
17	Install Toilet Fixtures	EA	9	\$ 2,250.00	\$ 20,250.00	
18	Install Lavatories Fixtures	EA	3	\$ 2,250.00	\$ 6,750.00	
19	Install Toilet Partitions	EA	4	\$ 1,000.00	\$ 4,000.00	
20	Install Exhaust Fans	EA	3	\$ 600.00	\$ 1,800.00	
21	Install ADA Drinking Fountain	EA	1	\$ 3,500.00	\$ 3,500.00	
22	Install Accessible Restroom Signs	EA	4	\$ 125.00	\$ 500.00	
23	Install ADA Shower Enclosure	EA	3	\$ 3,000.00	\$ 9,000.00	
24	Install Std. Shower Enclosures	EA	4	\$ 2,250.00	\$ 9,000.00	
25	Install Mop Sink Fixture	EA	1	\$ 2,500.00	\$ 2,500.00	
26	Install HVAC Sytem	LS	1	\$ 20,000.00	\$ 20,000.00	
27	Install Electrical Power System W/ New Trasformer	LS	1	\$ 30,000.00	\$ 30,000.00	
28	Install Electrical Lighting System	LS	1	\$ 25,000.00	\$ 25,000.00	
29	Install Data System	LS	1	\$ 2,000.00	\$ 2,000.00	
<b>Interior Elements</b>				<b>Total</b>	<b>\$ 134,300.00</b>	
30	Install Drywall System	SF	7400	\$ 3.00	\$ 22,200.00	
31	Interior Paint	SF	6200	\$ 1.25	\$ 7,750.00	
32	Install Floor/Wall Porcelain Tile	LS	2500	\$ 8.50	\$ 21,250.00	
33	Install Flooring- VCT	LS	1200	\$ 3.64	\$ 4,368.00	
34	Interior H.M. Windows	EA	2	\$ 1,000.00	\$ 2,000.00	
35	Install Interior Doors, Frames, and Hardware	EA	8	\$ 1,400.00	\$ 11,200.00	
36	Install Restroom Partitions	LS	1	\$ 8,000.00	\$ 8,000.00	
37	Install Restroom Accessories	LS	1	\$ 2,500.00	\$ 2,500.00	
38	Install Baby Changing Stations	EA	2	\$ 850.00	\$ 1,700.00	
<b>Base Bid Total:</b>					<b>\$ 80,968.00</b>	
<b>Base Bid Total:</b>					<b>\$ 414,031.68</b>	





**Staff Report**  
**City Council**  
**Council Meeting Date: February 28, 2017**

To: Mayor and City Council

From: Lieutenant Frank Huizar

Subject: Police Vehicle Equipment

**Background:**

With the authorization of the City Council, the California City Police Department recently leased 4 police vehicles. In order to be utilized for law enforcement purposes and comply with section 21055 of the California Vehicle Code, they are required to be equipped with emergency equipment. Two types of vehicles were leased. Three black and white police vehicles and one white police vehicle were leased. In an effort to save costs, a 2014 black and white police vehicle with low mileage that is currently being used by our detective bureau will be retrofitted and deployed to patrol. The white vehicle will then be used by the detective bureau which will provide us some cost savings when we don't repaint it or have city markings affixed to it.

**Benefits:**

All of our police vehicles are equipped with emergency equipment, police radios, scanners and other specialized equipment designed specifically for law enforcement duties. This equipment is vital and necessary for police officers to effectively and efficiently carry out their duties as law enforcement officers.

**Fiscal Impact:**

The budget line item for these costs is only \$20,000, the balance of the funds will come from funds 18 and 26, list attached. The California City Police Department has received three quotes to purchase and install the emergency equipment in the vehicles. The following are the (3) quotes which were submitted:

**West Coast Lights and Sirens, Inc**

- (1) 2017 White Chevrolet Tahoe -\$10,294.46
- (3) 2017 Black/White Chevrolet Tahoes – \$14,957.17 X 3 = \$44,871.51
- (1) 2014 Black/White Chevrolet Tahoe Retrofit for PATROL = \$2,525.97
- Purchase and installation of (4) pre-programmed police radios/scanners = \$6,805.79

**Total Cost:** **\$64,497.73**

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NB3.

### **Code 3 IT and System Integration**

- (1) 2017 White Chevrolet Tahoe -\$13,940.88
- (3) 2017 Black/White Chevrolet Tahoes - \$16,333.61 X 3 = \$49,000.83
- Purchase and installation of (4) pre-programmed police radios/scanners - \$6805.79
- DOES NOT INCLUDE 2014 CHEVROLET TAHOE RETROFIT

**Total Cost:** \$69,747.50

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### **Kerr Industries**

- (1) 2017 White Chevrolet Tahoe - \$22,285.00
- (3) 2017 Black/White Chevrolet Tahoes - \$25,920.00 X 3 = \$77,760.00
- Purchase and installation of (4) pre-programmed police radios/scanners - \$6805.79
- DOES NOT INCLUDE 2014 CHEVROLET TAHOE RETROFIT

**Total Cost:** \$106,850.79

The following funds will come from FUND 18 and FUND 26.

### **Recommendation:**

Staff recommends Council approve funding for the purchase and installation of the police vehicles' equipment so they are able to be deployed for law enforcement purposes.

### **Environmental Impact:** N/A

*The finance director has reviewed the staff report and finds the recommendations to be within the budget constraints of the Department.*

	A	B	C	D	E	F	G
1							
2	Budget Transfer Request Form						
3	Police Department						
4	Staff Report February 28, 2017						
5							
6							
7	Budget Account		Amount		Current Balance		
8							
9	18-4212-253		\$ 15,972		15,971.65		
10							
11	18-4212-255		\$ 12,500		42,394.29		
12							
13	18-4212-330		\$ 2,000		6,600.97		
14							
15	18-4212-451		\$ 8,000		11,545.39		
16							
17	18-4212-631		\$ 5,000		7,770.77		
18							
19	26-4214-140		\$ 5,000		7,018.34		
20							
21	26-4214-210		\$ 2,500		2,500.00		
22							
23	26-4214-250		\$ 3,026		6,653.54		
24							
25	26-4214-253		\$ 4,000		4,000.00		
26							
27	26-4214-286		\$ 2,500		6,946.26		
28							
29	26-4214-451		\$ 4,000		6,000.00		
30							
31			\$ 64,498				
32							
33	Verified on 2/23/2017						



# CITY COUNCIL

February 28, 2017

**TO: Mayor and City Council**

**FROM: Jeanie O'Laughlin, Finance Director**

**SUBJECT: Need for additional Personnel in the Finance Department**

## **BACKGROUND:**

We are currently under-going our annual audit for fiscal 2015-2016. During the audit process, the auditors strongly recommended that ALL accounting related duties come under the finance department. At this time, we have the Housing Authority, the Successor Agency, OHV, and the Airport all doing their own accounting related duties. Additionally, we have Police, Parks and Rec, Dial-a-Ride, and OHV controlling their cash collections. The lack of accounting oversight can put us at additional risk for fraud or poor accounting recordkeeping and reporting.

Under our current structure, we have one *Finance Director*, one *Accountant*; two *Account Clerk III's* (one does payroll, one accounts payable); one *Account Clerk II* (works on billing issues); one *Data Processing/Analyst* (this position is on paid admin leave, but does the billing); two *Account Clerk I's* (both process water and sewer payments).

Under this structure, the Accountant does all the monthly accounting functions; preparation of journal entries, bank reconciliations and financial statement preparation. Additionally, all audit related tasks are done by the Accountant. This leaves the Finance Director to do all the approval of check requests, and payroll; supervise staff; work with utility billing complaints; analyze accounts; review monthly budget reports; work with staff regarding purchasing and spending limits and availability. This leaves no one to perform long-range planning; monthly budget analysis; mid-year budget reporting; update policies and procedures; special projects and analysis. In an effort to better move the City forward, we need to be able to do a comprehensive budgeting and planning process.

## **RECOMMENDATION:**

Staff recommends that Council authorize the addition of a Budget Analyst in the Finance department. The Budget Analyst will be the same range as the Accountant, however the job description will be different. For the remainder of this year, we would need reserves to cover the expense; going forward, we will use the salary savings from the OHV, Housing, Successor Agency and Airport to fund one half of this position. Each of these departments will have reduction in staffing needs due to pulling the duties into Finance.

NB4.

**FISCAL IMPACT:**

The salary range for this position will be Range 49; estimated salary and benefits for the remainder of the year would be \$30,250; this would need to come from reserves as this is a new position.

**ENVIRONMENTAL ACTION:**

None.

**ATTACHMENTS:**

Organization Chart  
Job Description

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Budget Analyst**

Position Control No. 02-2017

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Finance

**REPORTS TO:** Finance Director

**PURPOSE/OBJECTIVE OF JOB:** Responsible for consolidating data for the presentation of budgets and providing an overview of the financial status of operations. Maintains accounting records and identifies trends that may enhance the success of the City's operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist Finance Director in preparation and administration of the annual budget and mid-year reports
2. Prepare and analyze budgets to ensure there are adequate funds for programs within the City's organization.
3. May conduct training regarding budget procedures to all levels of staff.
4. Compile statistical data and analyze for presentations.
5. Interpret financial and accounting policies to others.
6. Review and make recommendations on development and implementation of department goals, objectives, policies, internal controls, and work standards.
7. Plan, organize, assign, direct, review, and evaluate work of clerical personnel in full range of department functions.
8. Assist various federal, state, and private auditors of the City's financial records.
9. Direct preparation, maintenance, verification and reconciliation of a wide variety of accounting reports, invoices, and records.
10. Prepare financial balances, statements, reports, cost studies and analyses.
11. Performs other duties as assigned.



## **QUALIFICATIONS:**

### **Knowledge of:**

1. Principles and practices of general fund and government accounting, including financial statement preparation and methods of financial reporting.
2. Principles and practices of business data processing as related to the processing of accounting information and interpretation of input/output documents.
3. Applicable laws regulating fiscal operations.
4. Principles of budgetary administration and control.
5. Principles and practices of employee supervision, including selection, training, evaluation, and discipline.
6. Correct business English usage.
7. Microsoft Office products.

### **Ability to:**

1. Plan, organize, assign, direct, review, and evaluate the work of accounting support staff.
2. Develop implement and interpret goals, objectives, policies, procedures, work standards and internal controls.
3. Review and verify the accuracy of financial data and information and associated legal documents.
4. Prepare clear, concise, and complete financial reports and other written correspondence.
5. Ability to create statistical reports using Excel and other financial systems to perform accurate mathematical and statistical calculations.
6. Interpret complex financial rules, regulations, and ordinances.
7. Exercise sound independent judgment within established procedural guidelines.
8. Work under pressure and/or frequent interruptions;

### **Education and Experience:**

1. Graduation from a four-year college or university with major coursework in accounting, business administration, finance or closely related field.
2. Four years of management or supervisory experience in accounting or financial management, preferably in a public agency or governmental setting.
3. Valid California Driver's license and good driving record.

## **ESSENTIAL PHYSICAL REQUIREMENTS:**

Ability to: Reach, turn, move from one location to another.

Speak clearly and correctly, sit, hear, handle.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

Perform one or more of the following functions simultaneously: reach, turn, move from one location to another, handle, read, write, speak, sit, hear. Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Low to moderate noise intensity level.

ADA/EEOC Job Description

Approved by City Council: \_\_\_\_\_

**City of California City**  
**Budget Transfer Request Form**

Department Requesting Transfer: Finance

Department Head: Seanie O'Loughlin Contact Phone: 7167

Fund Number: 10

1. Transfer Funds out of account #: 10-03110 Title: Reserves

Current Balance: \$4,883,757 Date Balance was Checked: 7/23/17

Transfer Funds into account #: 10-4141-110 Title: Regular Salaries

Current Balance: \$189,424 Date Balance was Checked: 7/23/17

Amount requested to be Transferred: \$30,250

Projected New Fund Balance and Budgeted Amount if approved: \$189,424 / \$467,187

Justification: Add Budget Analyst

Department Requesting Transfer: \_\_\_\_\_

Department Head: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Fund Number: \_\_\_\_\_

2. Transfer Funds out of account #: \_\_\_\_\_ Title: \_\_\_\_\_

Current Balance: \_\_\_\_\_ Date Balance was Checked: \_\_\_\_\_

Transfer Funds into account #: \_\_\_\_\_ Title: \_\_\_\_\_

Current Balance: \_\_\_\_\_ Date Balance was Checked: \_\_\_\_\_

Amount requested to be Transferred: \_\_\_\_\_

Projected New Fund Balance and Budgeted Amount if approved: \_\_\_\_\_ / \_\_\_\_\_

Justification: \_\_\_\_\_

Authorized Signatures for Account funds to be Transferred

Department Head Requesting the Transfer:

\_\_\_\_\_  
Print Name Signature Date: \_\_\_\_\_

City Manager:

\_\_\_\_\_  
Print Name Signature Date: \_\_\_\_\_

\*\*\*\*\*

For Finance Department Use Only

Are the funds available for transfer: YES \_\_\_\_\_ No \_\_\_\_\_ (one or the other must be checked)

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

Approved by: \_\_\_\_\_

BUDGET ANALYST PROPOSED SALARY SCHEDULE.

THE POSITION WILL BE AN EXEMPT

49	1	29.58	2366.40	5127.20
	2	31.06	2484.72	5383.56
	3	32.61	2608.96	5652.74
	4	34.24	2739.40	5935.37
	5	35.95	2876.37	6232.14
	6	37.75	3020.19	6543.75

